Version 1.4

User Manual

EzyScript: *SAP Transaction Scripting & Table Querying Tool*

User Manual version 1.4a

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I. Getting Started for Premium Users

Introduction

This section covers initial Premium User tasks:

- **Unlocking the EzyScript License for your site**
- **Registering the Premium Users for EzyScript**
- **Maintaining Standard Users**

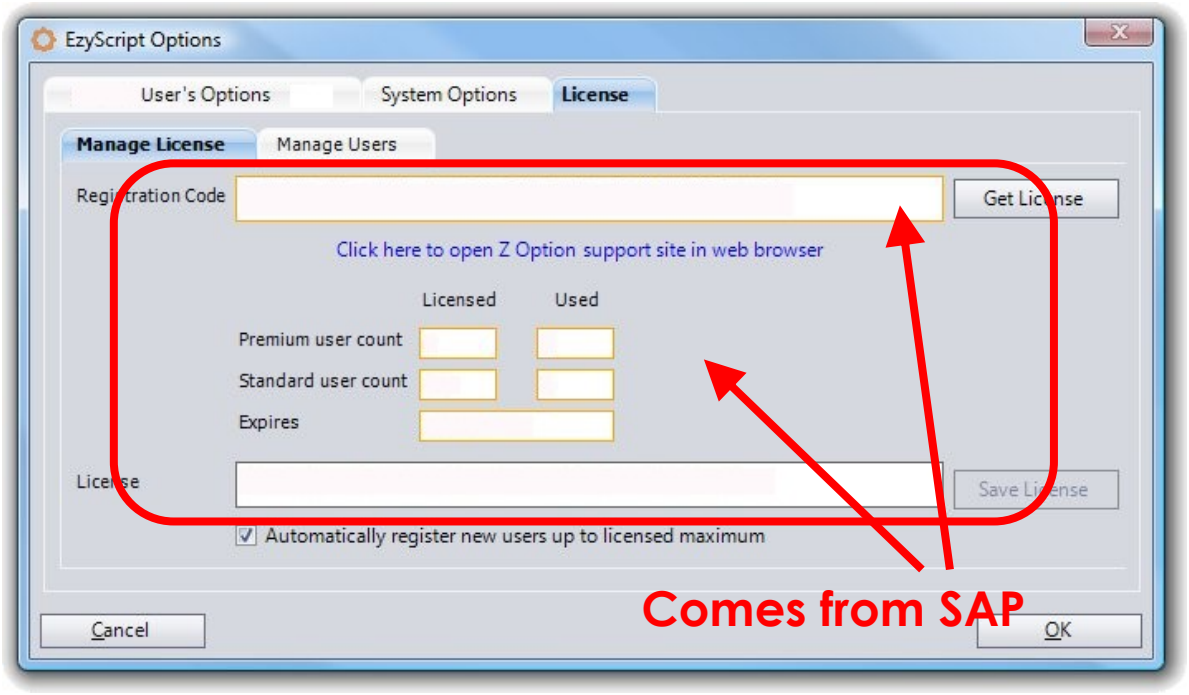
Premium users at your site will be responsible for maintaining the users who will be using EzyScript.

Critical Notes:

- **SAP Component**
  Your BASIS team must have already completed installing the transports for EzyScript on your SAP systems before any of the Premium User tasks can be completed.

- **PC Component**
  The EzyScript add-in for MS Office Excel must have been installed on your desktop computer using the PC install file. Be sure to install the local software package "as Administrator" so add-in can be fully registered.

After the EzyScript SAP transport has been properly installed on your SAP system, and the Add-in installed on the local PC, access the EzyScript add-in ribbon menu from within MS Excel. Premium user functions are accessed from within the EzyScript Ribbon menu → Settings → License options tab.



To get started, the Premium User(s) need to do the following tasks in order presented:

1. **Unlock the EzyScript license.**

   This step tells your copy of EzyScript how many seats have been purchased by your company.

2. **Register the Premium Users.**

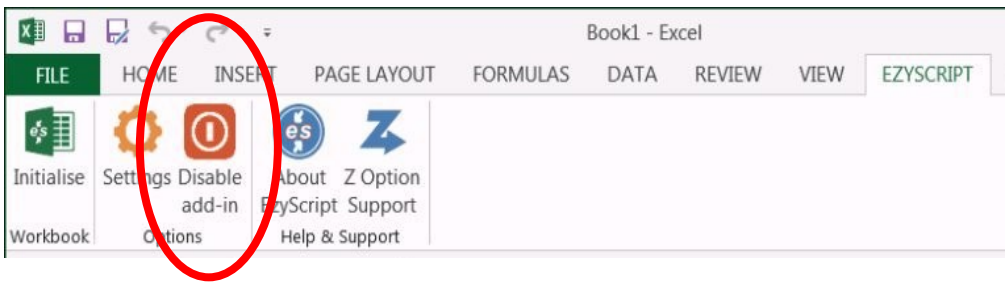
   You will need to name at least one premium user before anyone can interact with SAP using EzyScript.

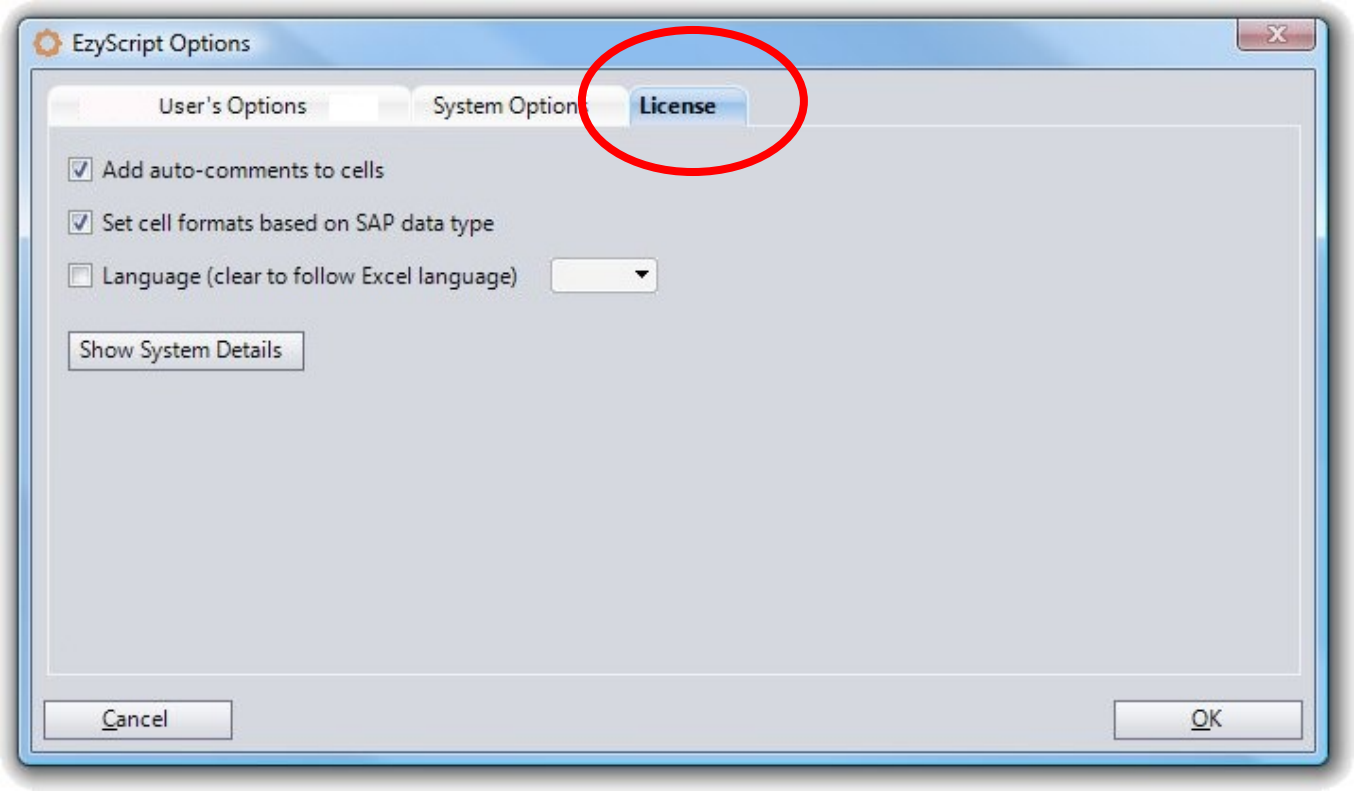
3. **Maintain the Standard Users.**

   You can either have EzyScript auto-register the standard users or you can name them manually.

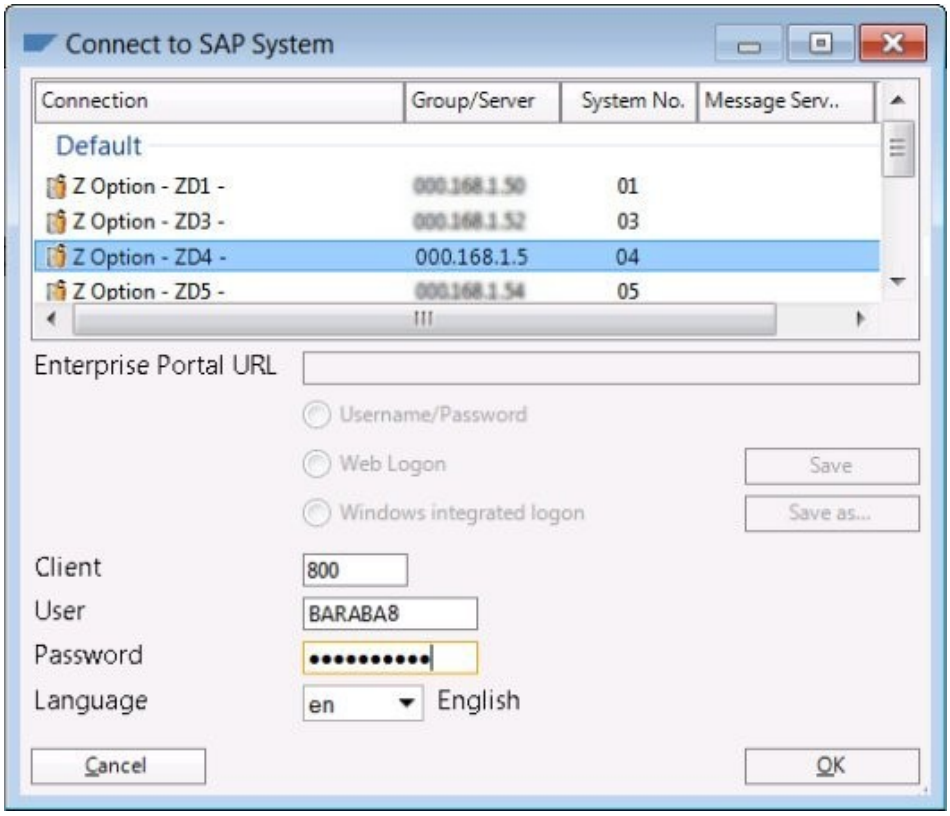
Step 1: Unlock the EzyScript License

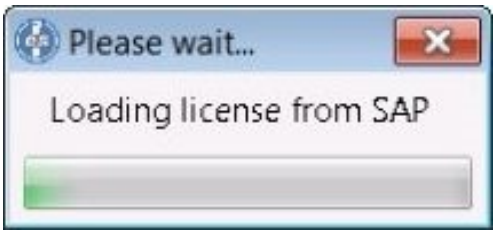
Open Excel, go to the EzyScript menu tab on the Ribbon. Click Settings → License.



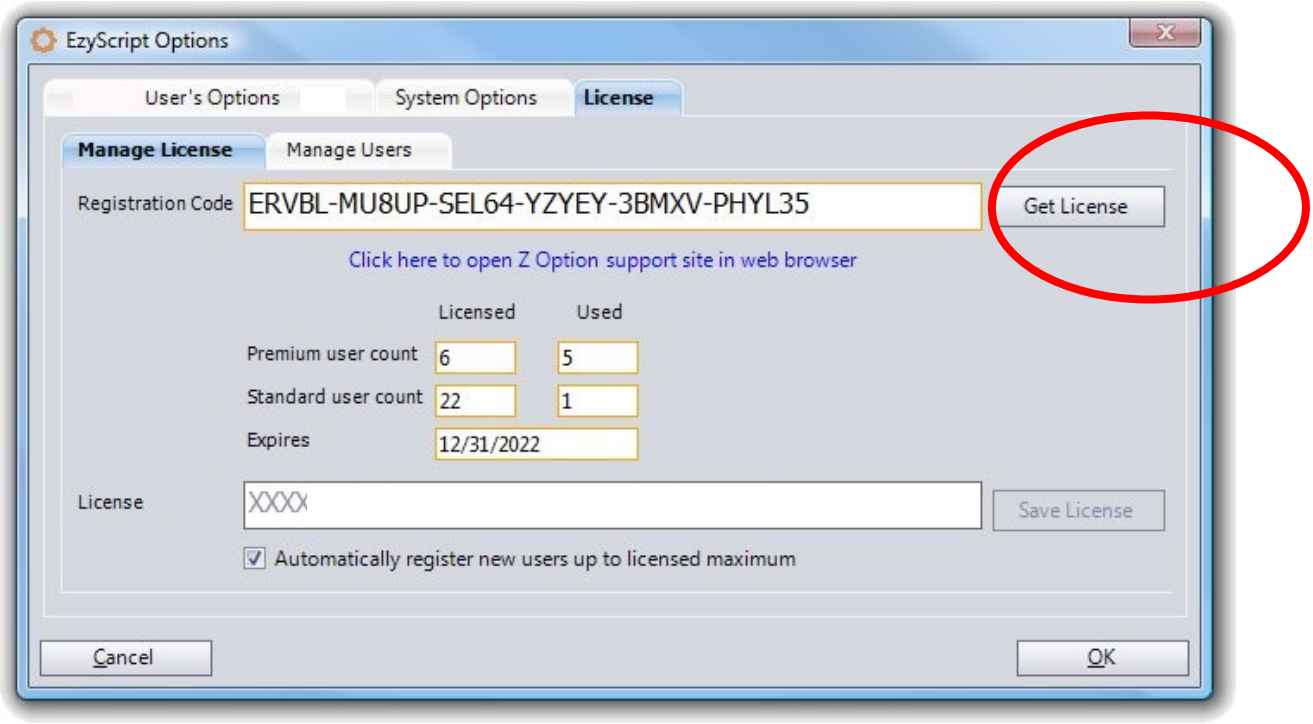


You will be prompted to log into SAP. Upon successful login to the appropriate SAP system, the license Registration Code will load from SAP, and you will see the license Registration Code details in Excel.





License details in EzyScript in Excel:



Click on the **Get License** button. You will be prompted for your login ID for the Z Option Support website.

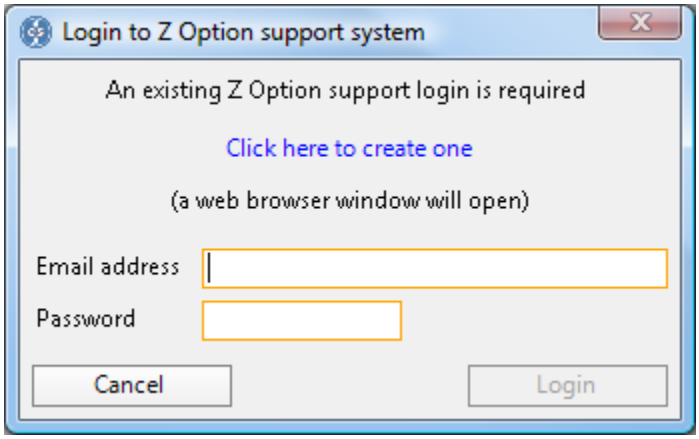
Note: *You must already have acquired a login ID to the Z Option Support site.*

Critical Notes:
Premium User steps to obtain a login ID to the Z Option Support site:

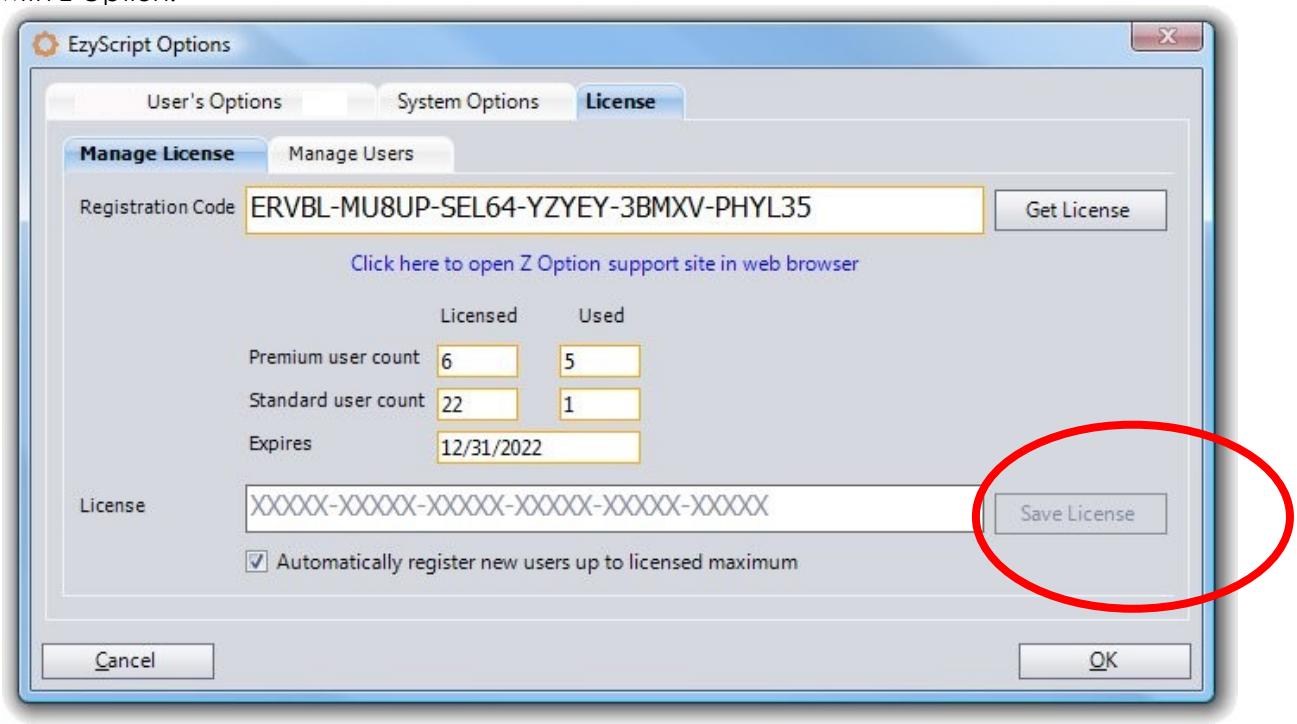
1. Open an Internet Browser and go to the Z Option website at http://www.zoption.com
2. Each Premium User should request a ticket system login ID, by selecting Support → Support and Licensing System → Request a Ticket System ID. Fill out all of the information.
3. Once your ticket system ID has been confirmed (you will receive an email) you may login to the ticket system on the same support page by clicking "Log onto Ticket System". Select your company from the drop-down list and enter your user ID and the password you created in step 2 (NOTE: User IDs are not case sensitive, but passwords ARE case sensitive).

➔ If there is an issue which requires additional support, the Premium Users have the ability to open a support ticket through the Z Option Support Ticket website. Standard Users should raise all first level support issues with

their Premium Users per the Software License Agreement signed by your principals. All resolutions and communication must be performed through a Premium User. This helps Z Option keep your maintenance costs below industry averages.



After you log in using your Z Option Support User ID, EzyScript will communicate with the Z Option Support website from within Excel and automatically register your company's license with Z Option.

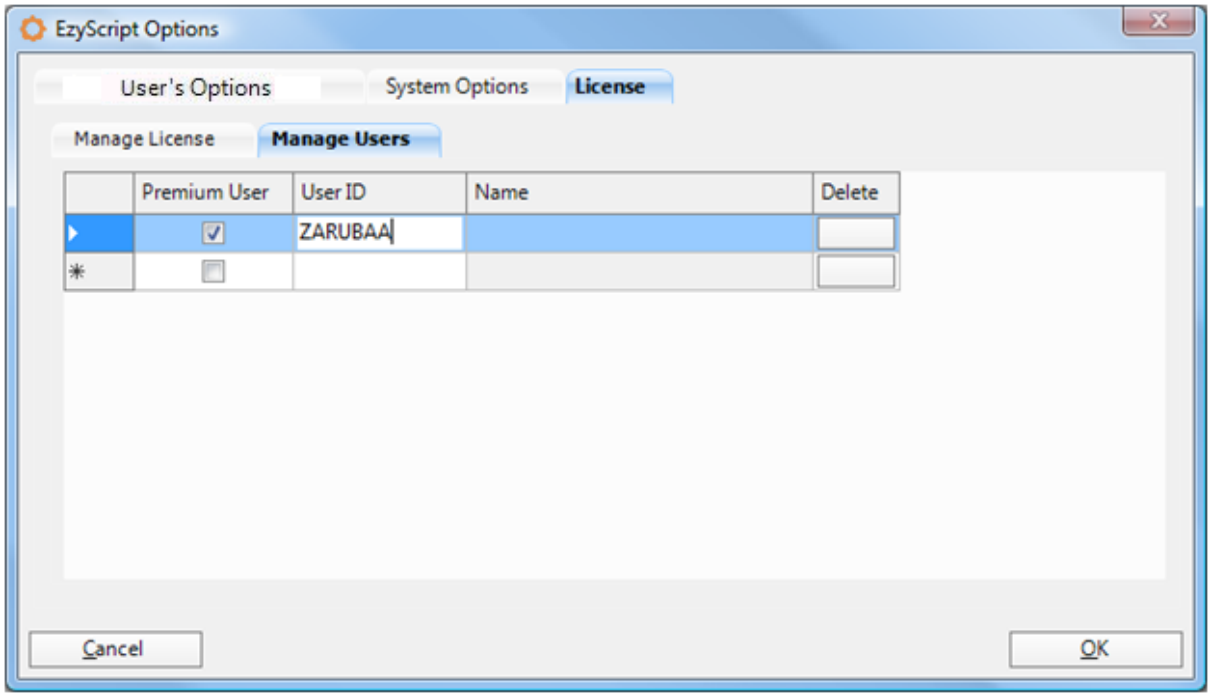


Click the Save License button to save your License Code into your SAP system and complete your Product Registration and License Unlock.

Step 2: Register a Premium User

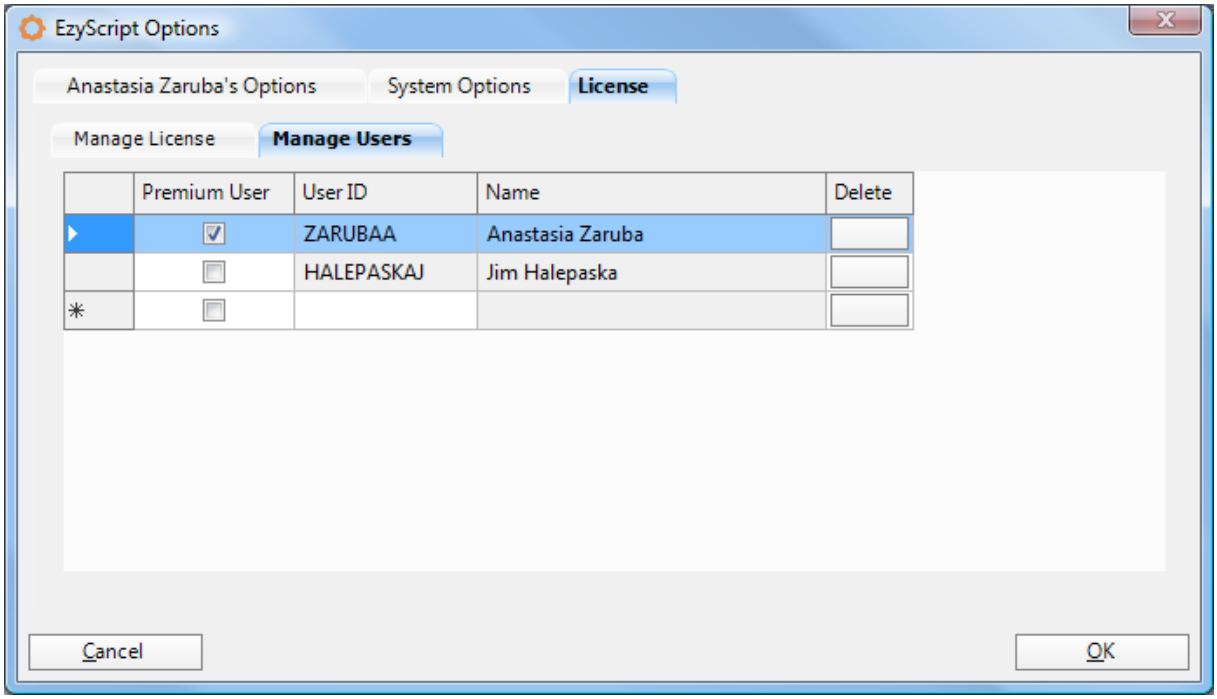
While in the EzyScript Settings → License screen, click on the Manage Users tab. Manually enter your SAP User ID and be sure to check the "Premium User" checkbox. (NOTE: The User ID is your **SAP** User ID, and as such must be entered in ALL CAPS.)

Click OK and you are now registered as an EzyScript Premium User in your SAP system. (You may need to exit this screen and re-login to your SAP system to see the completed update.)

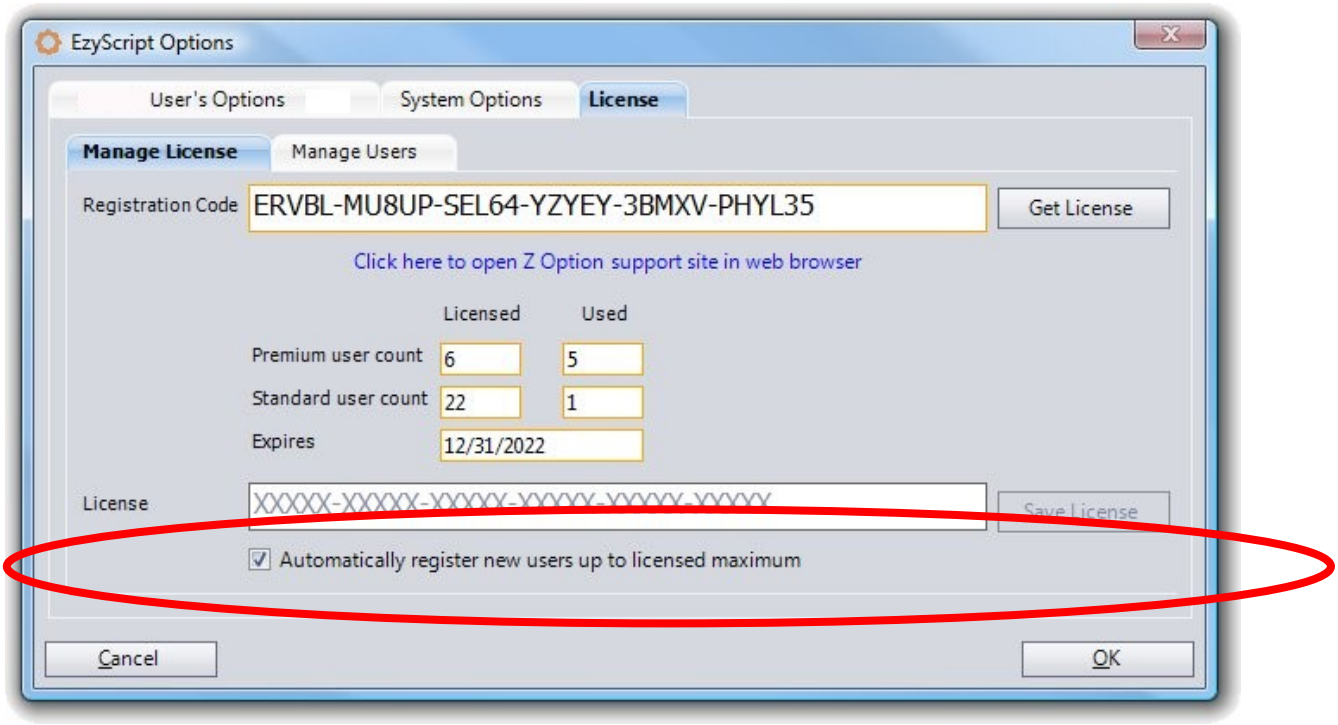


Step 3: Maintain Standard Users

While in the EzyScript Settings → License screen, click on the Manage Users tab. Similarly, manually enter the SAP User ID of the Standard User, but be sure to NOT check the "Premium User" checkbox. Click OK and they are now registered as a Standard User in the SAP system. (You may need to re-login to your SAP system to complete the update.)



On the Manage License tab, there is a checkbox where you can also set the Standard Users to conveniently automatically self-register as soon as they connect and log in to the appropriate SAP system using EzyScript functions. The Standard Users will be able to auto-register this way until all the standard seats for the license are filled.



II. SCRIPT Sheets

Introduction

This section covers the EzyScript **SCRIPT Sheet** functionality. To upload data from Excel, users simply record the path through an SAP Transaction, telling EzyScript which screens to go to and which fields to populate. This analysis is then mapped to the user's spreadsheet, data is populated in the spreadsheet and when ready, the user uploads the data into SAP.

Typical uses for the core functionality of EzyScript are:

- Extract SAP data for use in reports, external applications
- Data conversion from Legacy systems
- Automate repetitive tasks in SAP
- Assist with the synchronization of data between SAP Systems (e.g., DEV / TST / PRD).

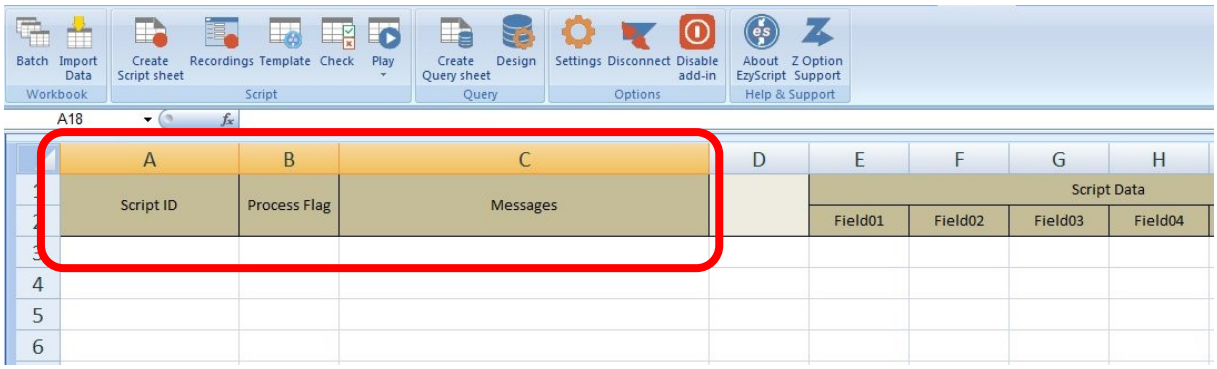
Getting Started

Overview	
Topics	This document will take you through a number of EzyScript SCRIPT Sheet elements including: • Understanding Layout and Terms • Setting Up Templates • Uploading and Downloading SAP Data • Moving, Copying and Scheduling work
Preparation	
Pre-Requisites	Before you can begin using this guide you must understand how to set-up an EzyScript workbook. You must also have the EzyScript SAP components properly installed on your SAP system.

Understand the EzyScript SCRIPT Sheet Structure

Before you begin using an EzyScript SCRIPT Sheet, you need to understand how it is structured.

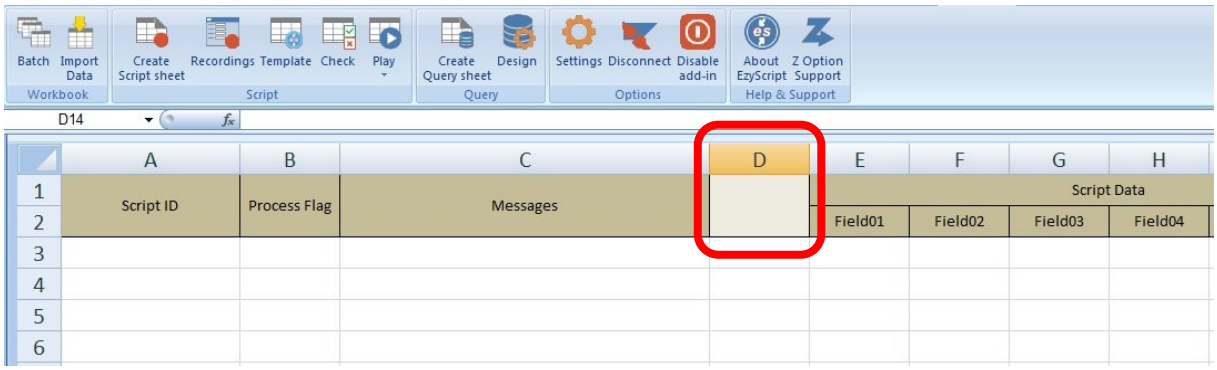
Enabling Fields (Columns A to C)



Columns A to C of the Script Sheet are the Enabling Fields.

Column	Heading	Description
A	Script ID	This field allows you to specify the recorded Script ID that you want to use. Each Script ID on a SCRIPT Sheet allows communication with different functions in SAP.
B	Process Flag	An "**X**" in this column indicates that the Script should run using the data entered into the columns on THIS row. **X** – Perform recorded functions on this line of data
C	Messages	The cells in the Messages column are display fields only. When you download or upload from SAP, a message will display in each row that contains data. The message will be either the word "Successful", or an error message indicating a problem occurred. EzyScript incorporates SAP error checking, so any error messages displayed in the Messages column are the same error messages that you would get if you tried to process records incorrectly within SAP.

User Defined Field (Column D)

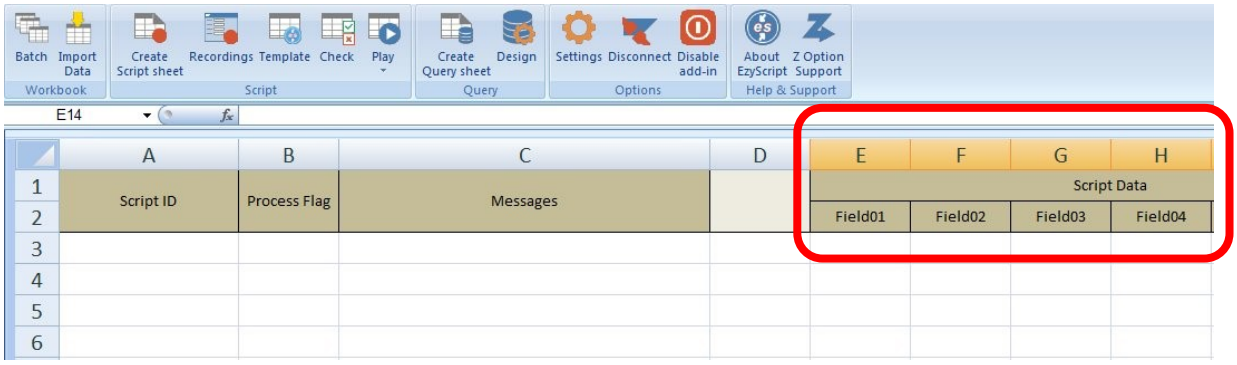


Columns D of a Script Sheet is a User Defined Field.

This field is not used by EzyScript, and is available for you to use in any way that you like. Typical uses include descriptions, row totals or other formulae.

You may hide this column, but you cannot delete it.

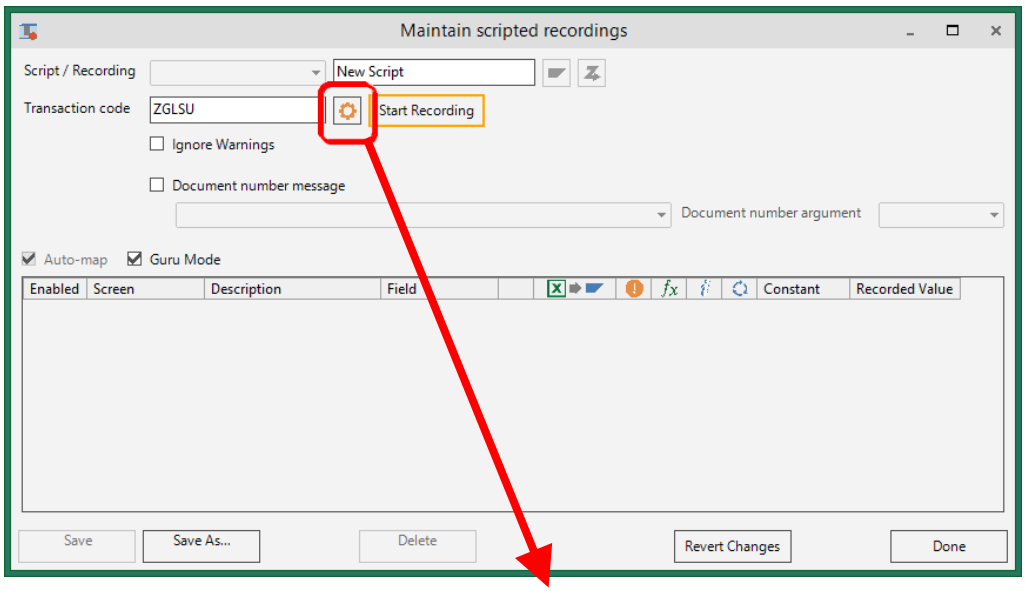
Key Value Fields (Columns E to …)

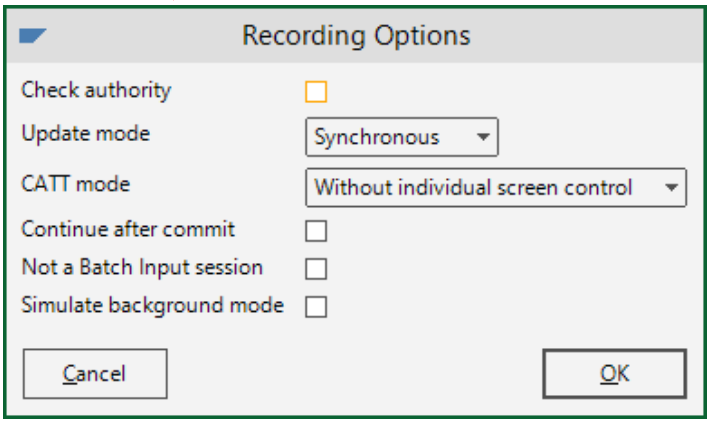


Columns E to … of the Script Sheet represent the Fields in SAP into which data is being entered. Each active Column of Excel represents a field in SAP for data entry. The fields to be populated will be determined by the Script recording specified in Column A.

Understanding SCRIPT Recording & Execution Options

When you record a transaction using the EzyScript SCRIPT function, there are multiple Recording options available to you. Clicking on the cogwheel icon in the Script Recording form opens a subset of Recording Options that ***are identical*** to the parameters presented if you were using transaction SHDB inside SAP.





For detailed information about these parameters, please see the SAP's documentation available online at:

SAP Help Portal -> Financial Management -> SAP Strategic Enterprise Management -> Background Processing -> Programming with the Background Processing System (BC-CCM-BTC) -> Data Transfer -> Data Transfer Methods -> Data Transfer: Overview of Batch Input -> The Transaction Recorder -> Recording

For the purpose of recording a transaction with EzyScript scripting, the **most important** of these options are these execution modes:

1. **Batch Input Mode**
2. **Non-Batch Input Mode**

Batch Input Mode

Many of the transactions in SAP are optimized to run in Batch Input Mode. This is primarily for performance reasons. Batch Input Mode is more efficient for data processing. Some transactions have especially designed screens and fields for Batch Input Processing to facilitate automation. Here are some of the differences you might notice in Batch Input Mode:

- SAP Screens might look slightly different from the ones in Manual Entry mode.
- Some of the fields or the placement of the fields might be different compared to the screens in Manual Entry mode.

Scripts are recorded in Batch Input Mode by default. We suggest that you always run your transaction in Batch Input Mode, unless you are unable to accomplish your desired results due to differences in screens.

Non-Batch Input Mode

Checking the box for **'Not** Batch Input Mode' refers to the regular manual/dialog mode of processing a transaction in SAP.

A couple of things you need to know about using Non-Batch Input Mode:

- You may need special authorization to run in Non-Batch Input Mode.
- Use this mode if you want to download data from a transaction. Note, not all transactions will allow download.

Build Your SCRIPT Sheet

For EzyScript to be able to communicate with SAP, you must prepare the SCRIPT Sheet by inserting the relevant:

- Script IDs
- Data associated with the Script recording's SAP function

Follow these instructions if:

- You are using a new EzyScript SCRIPT Sheet; or
- You want to change or update the data on an existing SCRIPT Sheet.

You must have already created an EzyScript Workbook before you can proceed with this task.

There are three steps involved in preparing a SCRIPT Sheet:

- Step 1: Create a new Script Recording from the EzyScript menu
- Step 2: Use an EzyScript SCRIPT Template to build a data entry framework
- Step 3: Populate the Template framework with data

Step 1: Create a new Script Recording

Click 'Recordings' Button to Run 'Maintain Scripted Recordings'
The Maintain Scripted Recordings form allows you to select which data from SAP you want to include in a worksheet. The tool allows you to customize the worksheet to your individual business process or business need and can be saved within the workbook for use in the future. Once you have saved an Script in a workbook you can load it as a Template.

No Scripts or recordings exist as standard in EzyScript. In order to use the EzyScript SCRIPT Sheet you must run the Recordings tool. Once this is done the new Script ID will be saved as a template for future use.

Follow these instructions if:

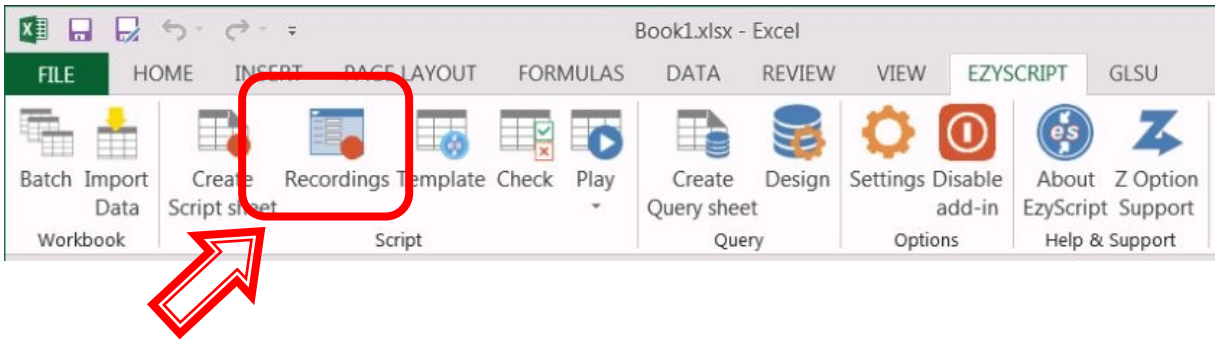
- You have a blank SCRIPT Sheet; or
- You want to add or remove specific fields to or from a recorded and saved Script ID.

Each Transaction in SAP requires you to set up a new Script recording and Script Template sheet. For example, if you wish to create new Material records, and also update existing Materials, you would need to run the Recordings tool to create Script IDs for both MM01 (Create New Material), and for MM02 (Edit Material).

This guide shows the configuration process for a User Maintenance script recording.

Create New User Maintenance Template Set-up

Select the Recordings Function

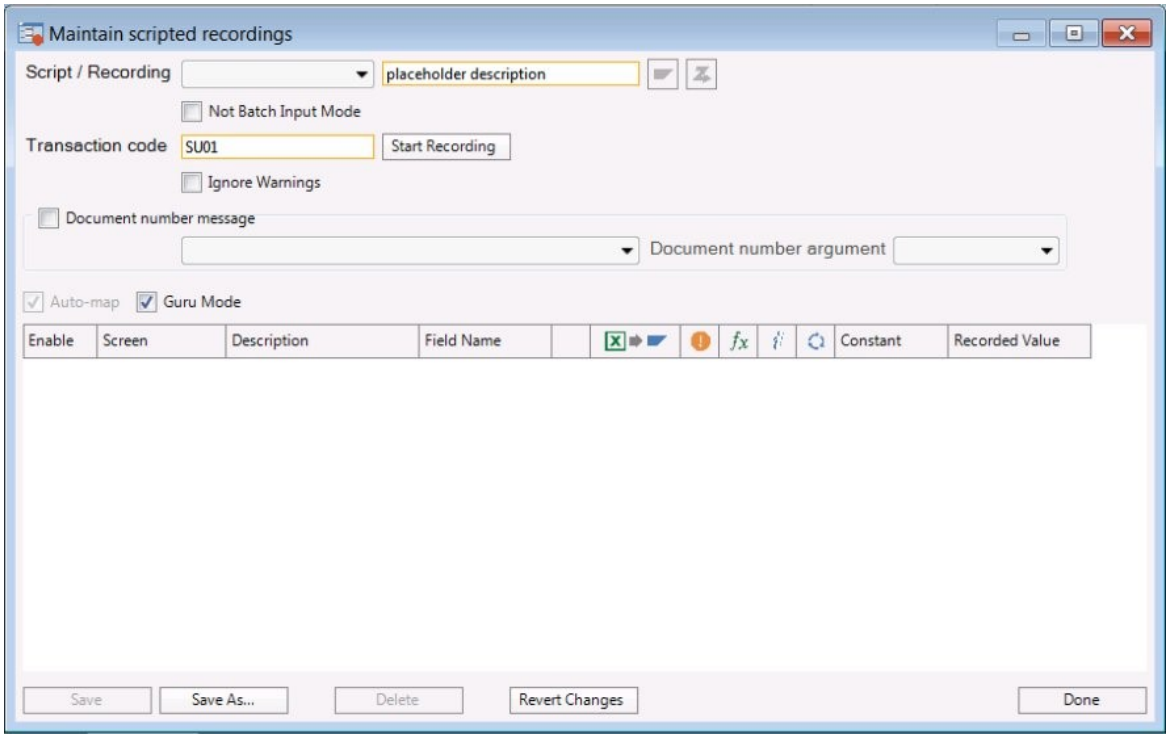


On a SCRIPT Sheet, such as Script 1, select the following menu options:

- EzyScript tab in the Excel Ribbon
- Click the **Recordings** button
- *Note: The Recordings button is used for creating new Transaction scripts, and to edit already existing Scripts you have created.*

The Maintain Scripted Recordings form will be displayed for you to define the data that you want to process in SAP.

Configure the Script Actions

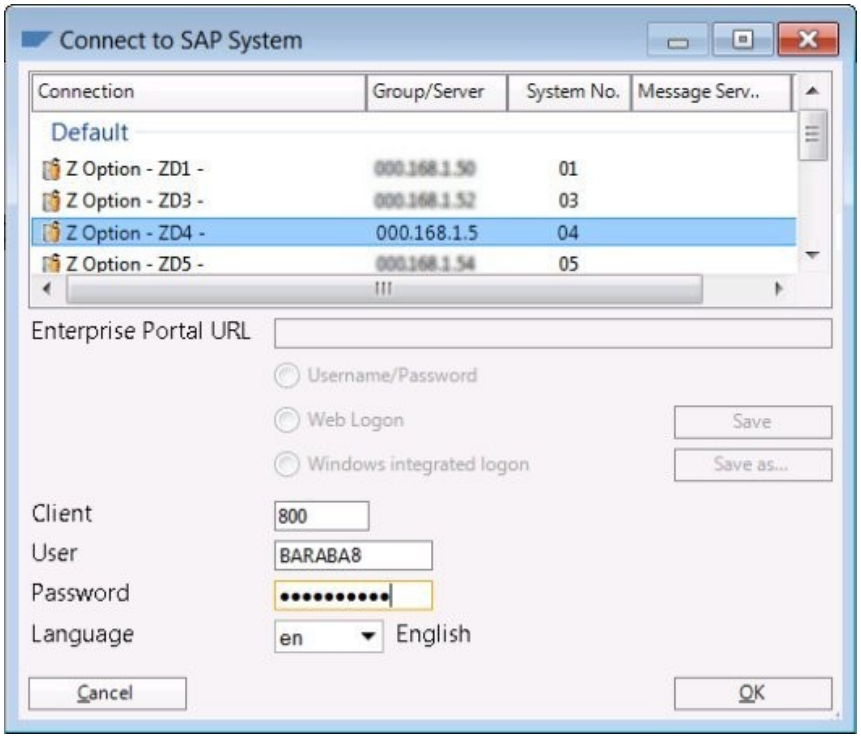


On the Maintain Scripted Recordings pop-up window:

1. Enter the new Script description
2. Select the execution Mode - Batch / Non-Batch
3. Enter the SAP Transaction code into the Transaction Code field
4. Select the 'Guru Mode' checkbox (optional) – this will return the SAP Field Descriptions. Note: you may not have the appropriate security for this function to work properly
5. Select **Start Recording**.

If you have not logged on to SAP, you will need to log on to SAP now using your SAP account details.

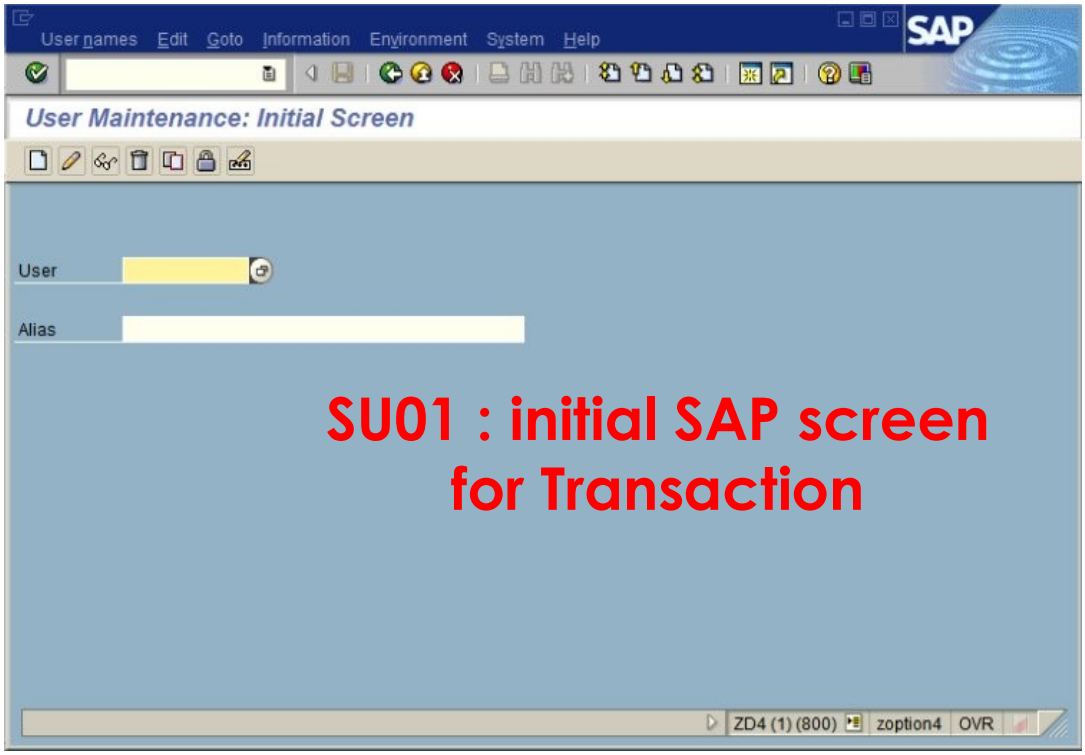
Log on to SAP



On the Connect to SAP System pop-up window:

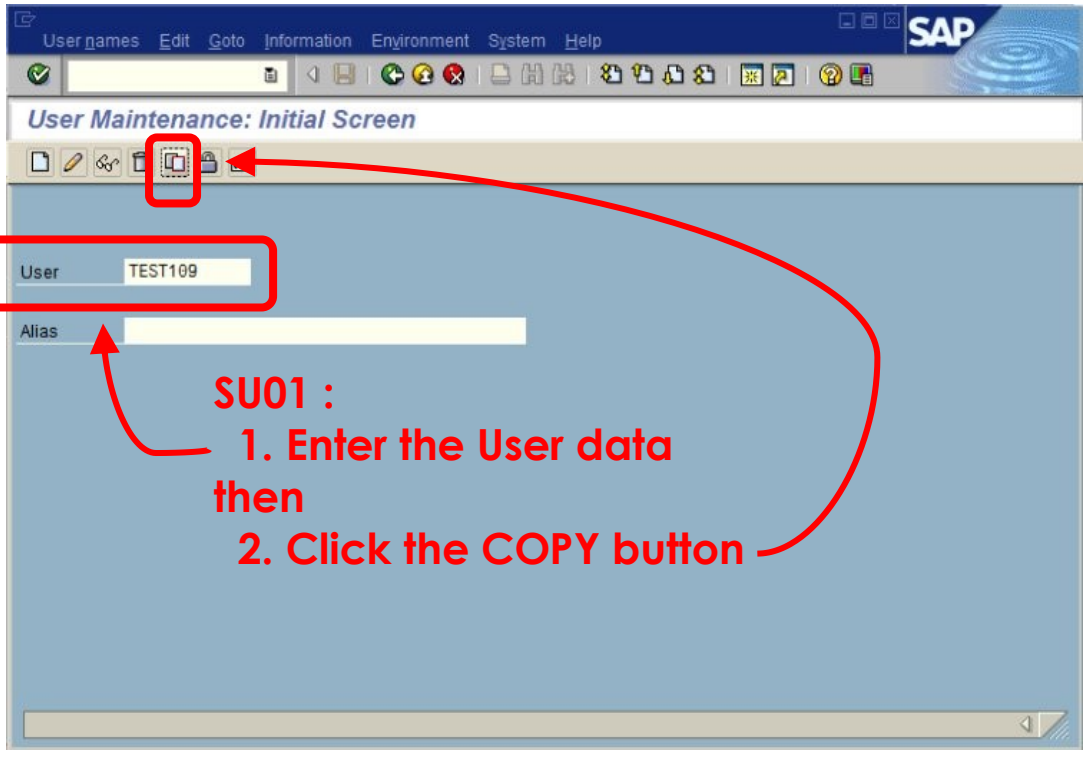
1. Click on the appropriate SAP system
2. Type in your User Access Data
3. Press the Enter key or click on the OK button

EzyScript will now connect to your SAP system to begin the screen recording. You will automatically be directed to the starting screen of the SAP Transaction selected, in this case SU01.

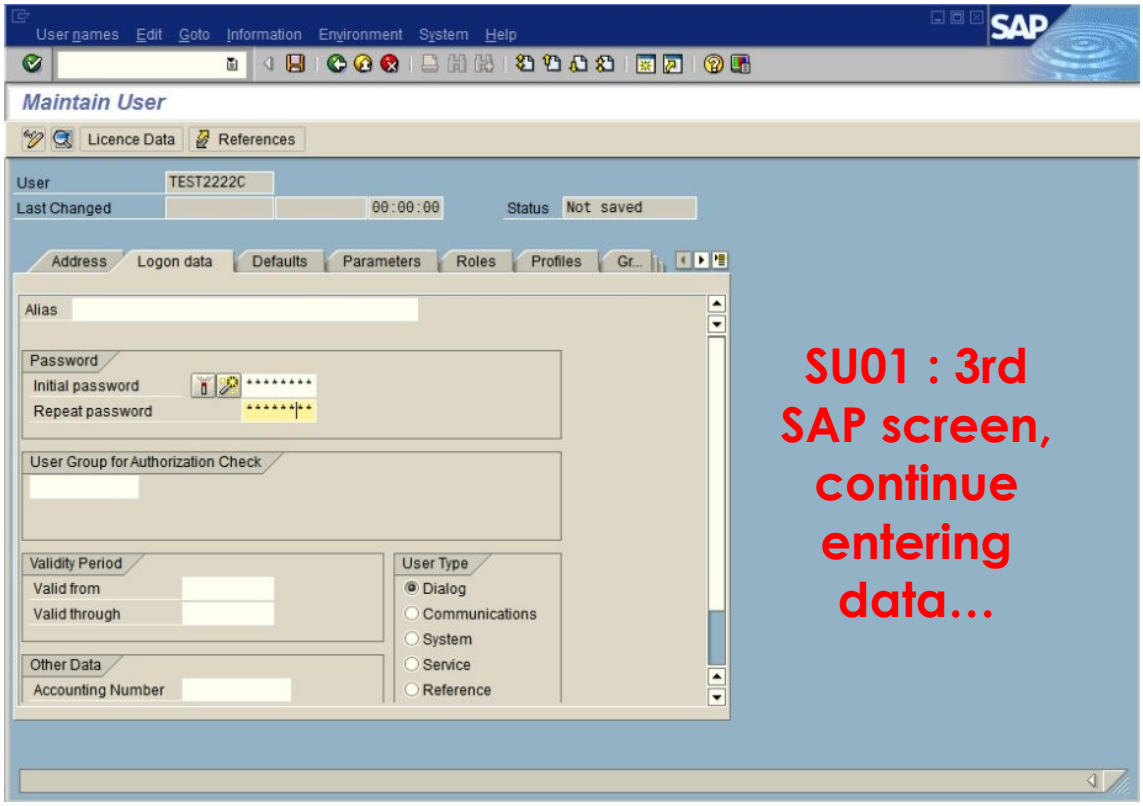


Once SAP is loaded follow these steps

3. You must now enter data into every field in the transaction you need to integrate with Excel. EzyScript will record the path and return those fields to the Excel worksheet in the order they were 'touched' in SAP.

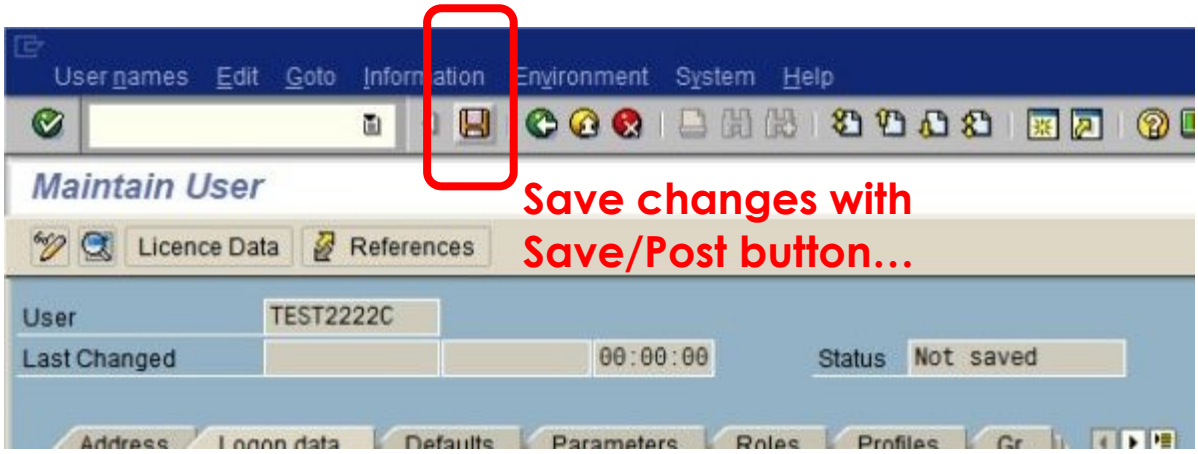


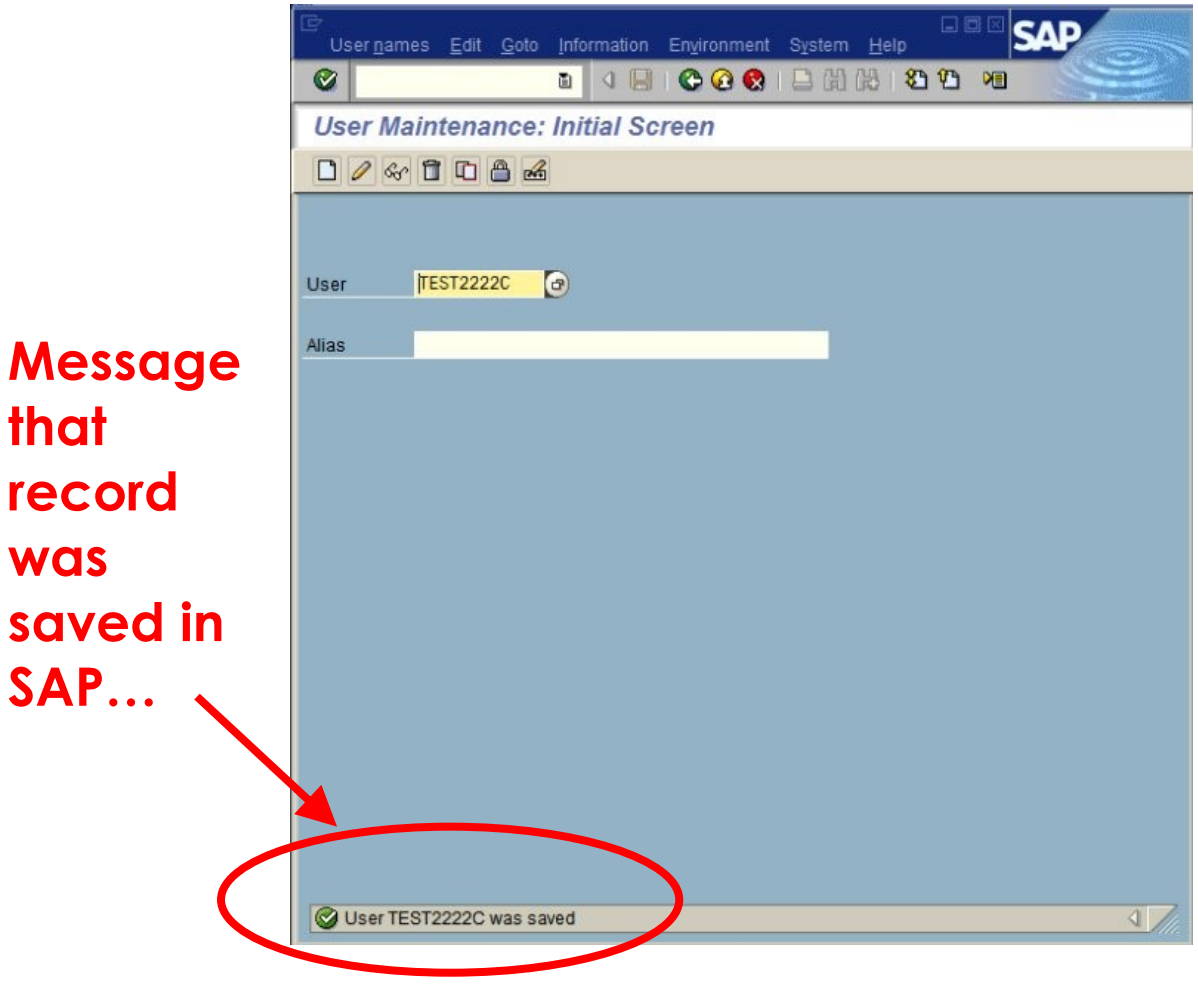
Next SAP screen for this recording…



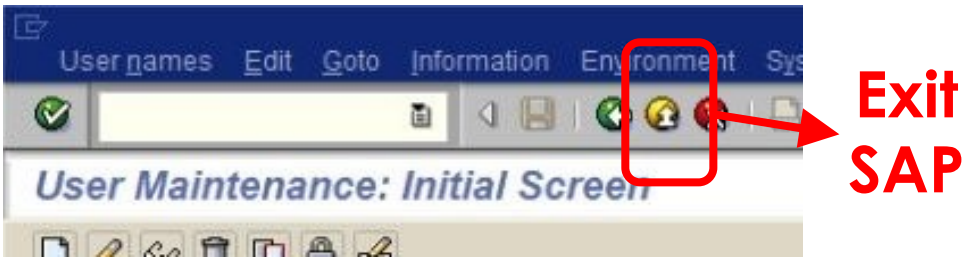
SU01 : 3rd SAP screen, continue entering data…

4. After you have entered data into all the required fields click on the **Save** or **Post** button finish the required data entry.





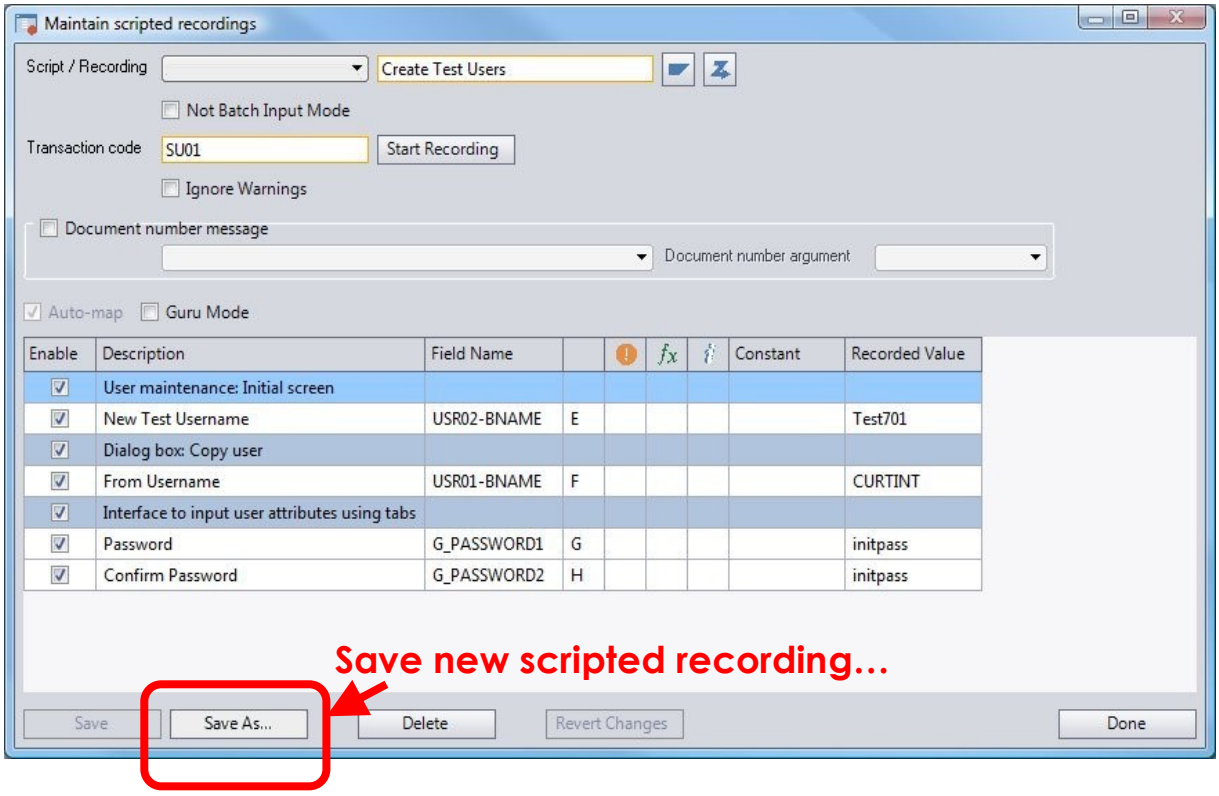
5. The SAP session may not automatically exit upon saving the record in SAP. If it does not, click the **SAP Exit** (yellow arrow) button to explicitly finish the screen recording.

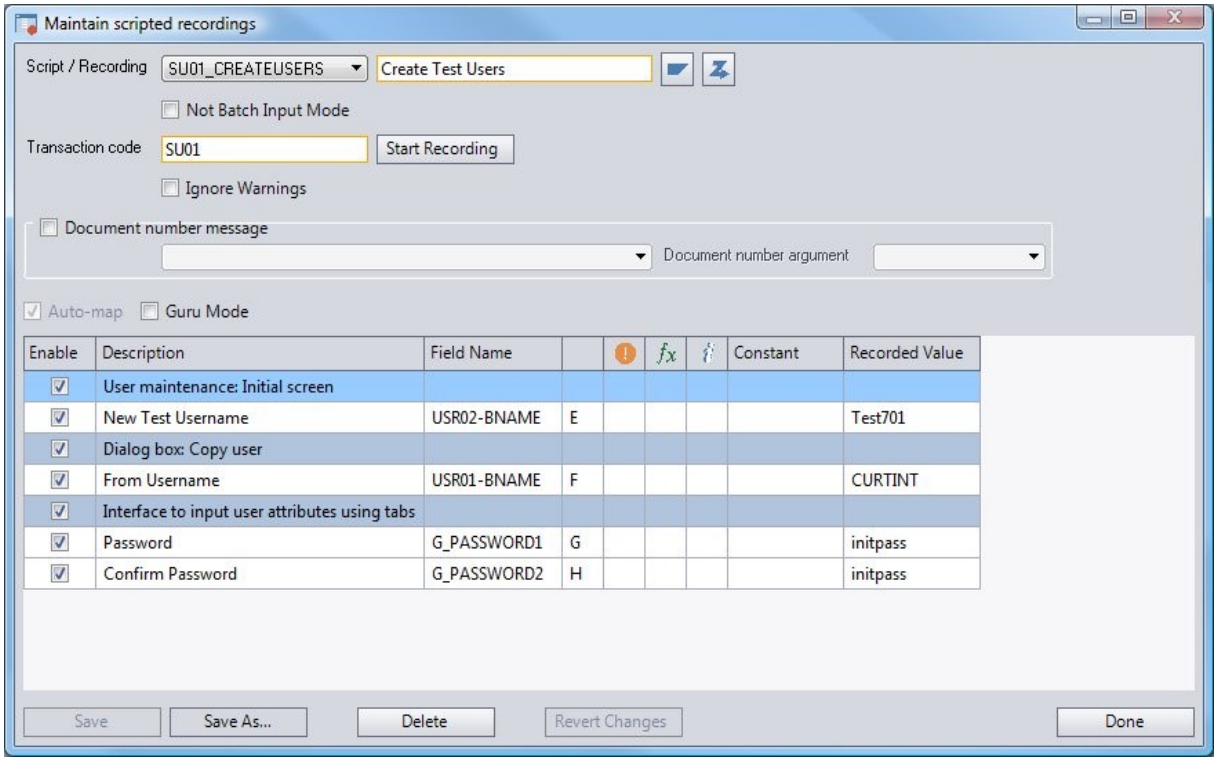


6. SAP will close, and the recording session will return to Excel.
7. The Maintain Scripted Recordings pop-up window will open again in EzyScript.

Customize Script Recording

The transaction sequence has been recorded, but the script itself has not yet been saved as a recording. The script recording has to be saved into the spreadsheet before it can be used as a repeatable process.





The recorded fields can now be seen in the Description and Field Names grid.

Specify any functionality including;

- Specifying mandatory fields
- Entering formulas
- Key Fields
- Disabling fields
- Specifying return fields

Select **Save As** to save the new Script ID.

The Scripted Recording is saved in the workbook and will now be available to load as template.

These features are further explained in the Features and Benefits section of this user guide.

Ignore Warnings – Check this box if you want EzyScript to include only messages to be returned from SAP that are Success and any errors.

Document Number Message – check this box if this SAP Transaction you are recording will return a document number or similar field.

To load the new Scripted Recording into EzyScript you will have to load data via **Template** as shown in the next step. Each Script recording is capable of only 1 task in SAP. In this step we created a Script recording to create a New SAP user based on copying an existing user.

Step 2: Use an EzyScript Scripted Template

Option 1: Load via Template

The Template function can be used by EzyScript users to quickly pre-format a SCRIPT Sheet for data entry.

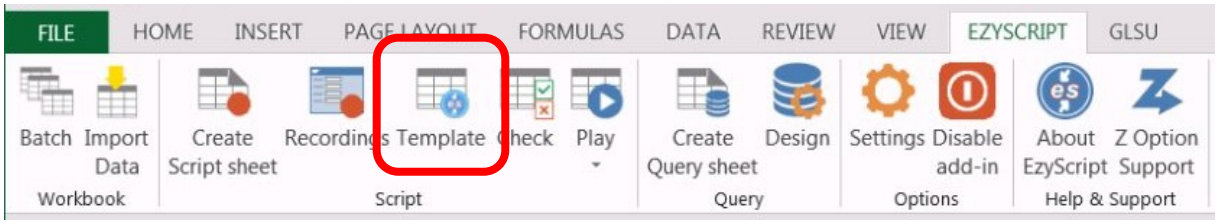
The Template inserts the Script ID framework, the Header and Line Item Titles and default Process Flag for the number of rows that you specify. You then need to manually add the required data to the required fields.

Follow these instructions if:

- You would like to quickly setup the spreadsheet with a specific Script ID.

You must have initialized an EzyScript Workbook and **recorded a transaction Script** before you can begin this task.

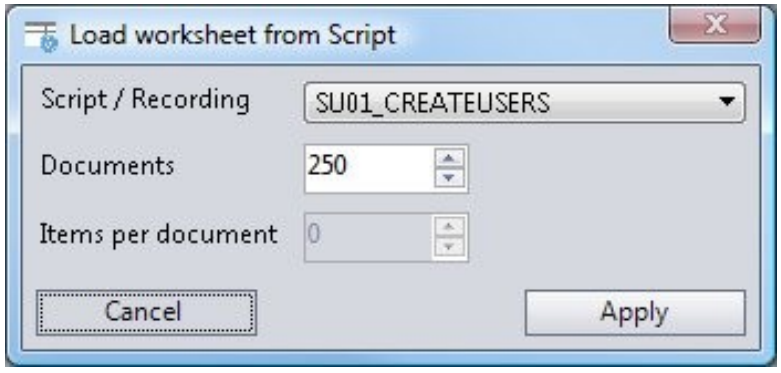
Select the Template Function



Template button in the SCRIPT group

To access the Scripted recordings to prepare for data entry, click on the **Template** icon on the EzyScript toolbar.

Add the First Script ID

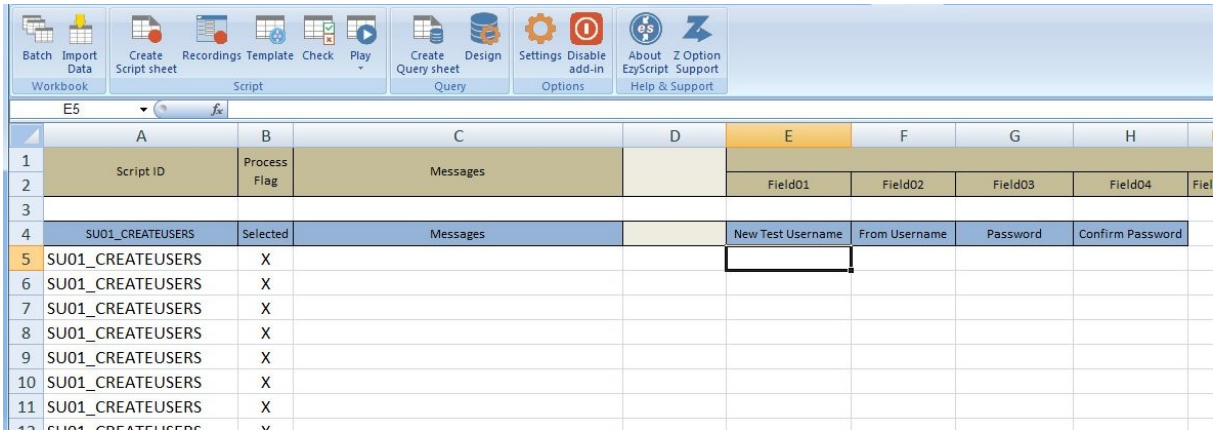


On the Load Worksheet from Script Template pop-up window:

1. Specify the following fields:
- Choose a Script / Recording
- Line item count as Number of Documents (how many records to be

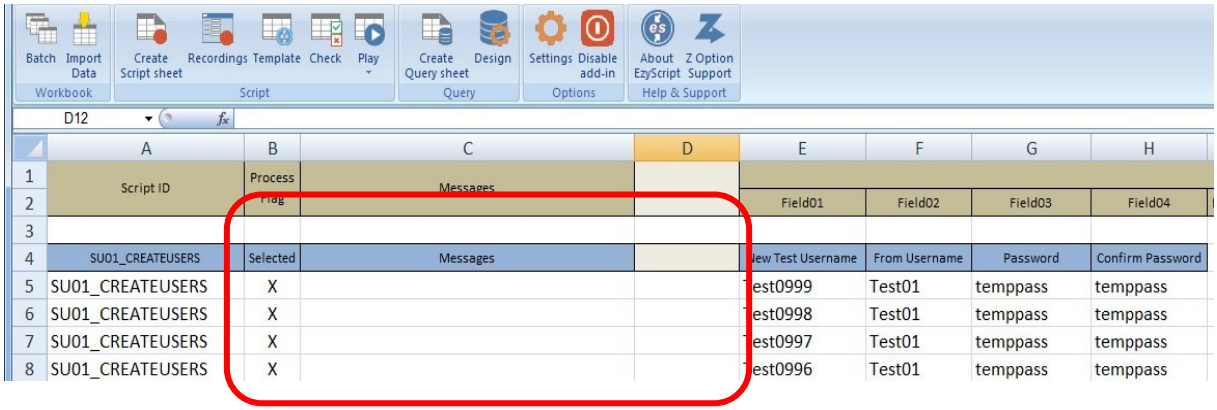
2. Press **Enter** key or click on the **Apply** button

The current Script Sheet is pre-formatted based on the parameters you defined on the Load Worksheet from Script Template pop-up window.



New Template, waiting for data to be entered.

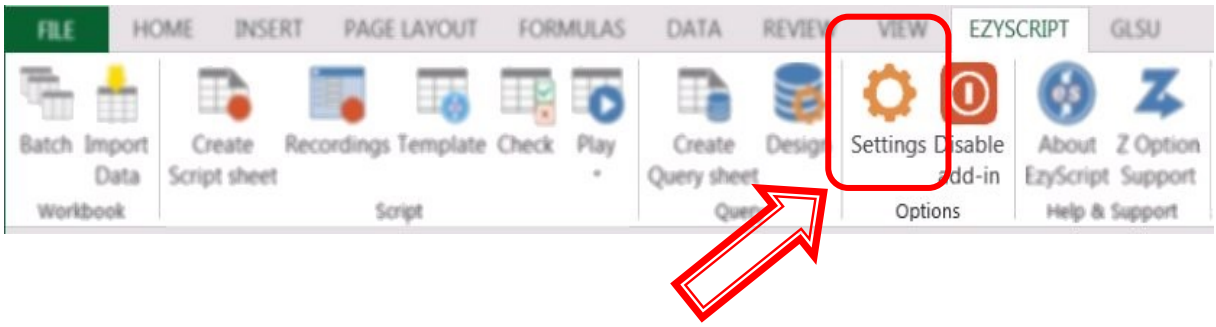
Enter the Required Data



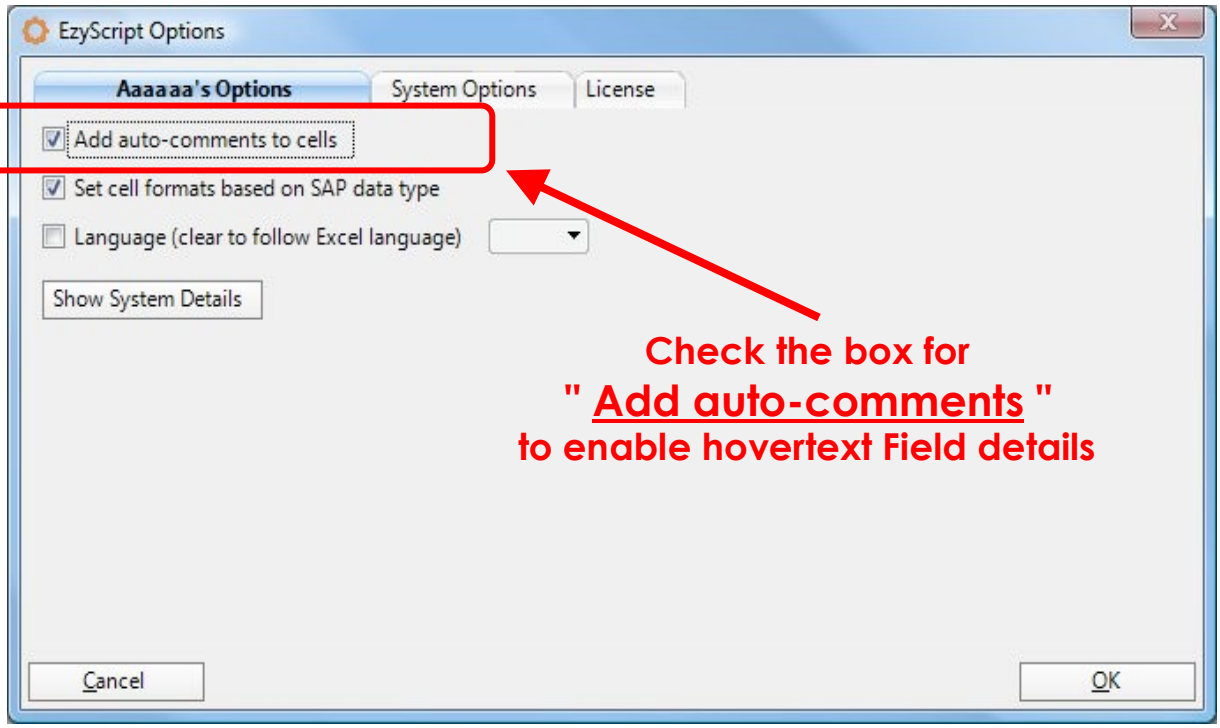
Depending on the Script Recording used, you now need to enter your data into the Key Value fields. The type of data to be entered in each column is dependent upon the Script ID specified in Column A.

All mandatory fields must be filled in order to upload to SAP.

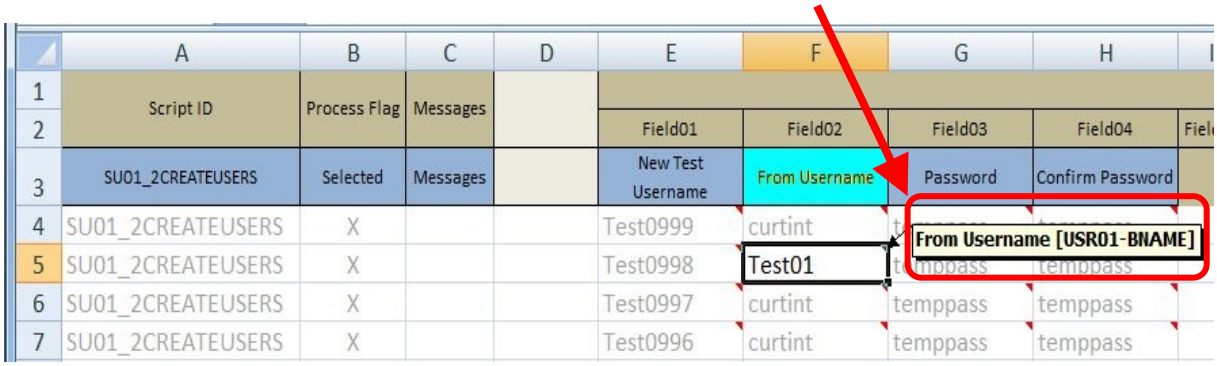
You can change the headings of these columns to make them more meaningful, or insert heading rows throughout the Script sheet.



If you go to the EzyScript Options group menu, click "**Settings**" → user's Options, and check the box for "**Add auto-comments to cells**", the SAP Description and Field definitions [Table + Field Name] will be available in a Comment box for each data cell.



In the Script - Template framework sheet, you can then hover your mouse over the Comments Indicator (red triangles) to view how a particular column will be used for the specified Script.



Add Another Script ID to the same sheet (optional)

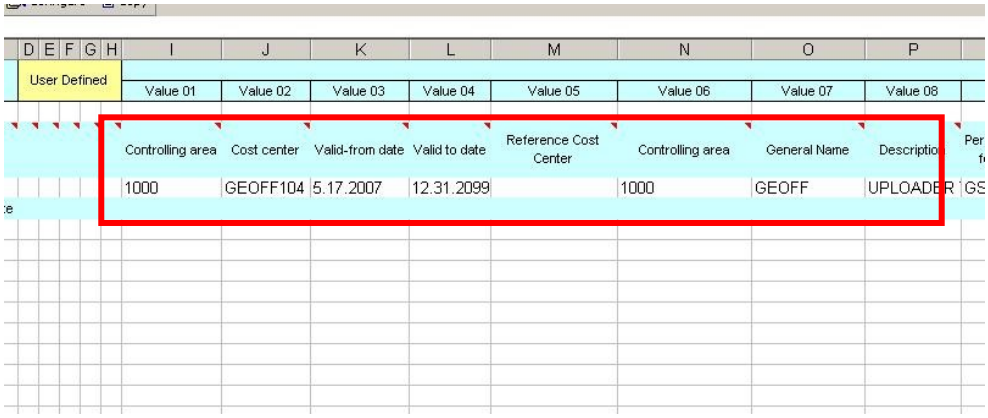
To add another Script ID to the same SCRIPT sheet:

1. Select the following menu options:
   - EzyScript Ribbon
   - Click the Template button
2. On the Load Worksheet from Script pop-up window specify the following fields:
   - Script / Recording ID
   - Line Item Count ('Document Count')
3. Press the **Enter** key or click on the **Apply** button
4. A message will appear asking if you want to Append to or Replace existing data. Click on the **Append** button to add the extra Script ID.

The Script ID is added to the bottom of the sheet.

Repeat Step 3 until you have added all the Scripted Recordings you need. The SCRIPT Sheet is now ready for you to enter the data you want to use.

Enter Required Data



Depending on the Action Type used, you now need to enter data into the Value fields. The type of data to be entered in each column is dependent upon the Action Types specified in Column A.

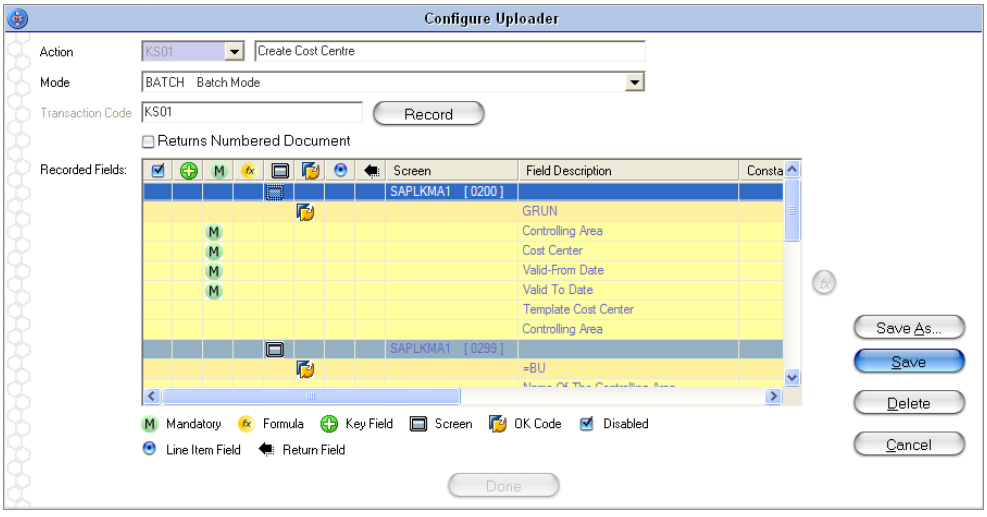
Hover your mouse over the Comments Indicator to view how a particular column will be used for the specified Action Type.

Once you have entered all the mandatory data your spreadsheet will be ready to upload into SAP.

Go to the next step to see how to upload data into SAP.

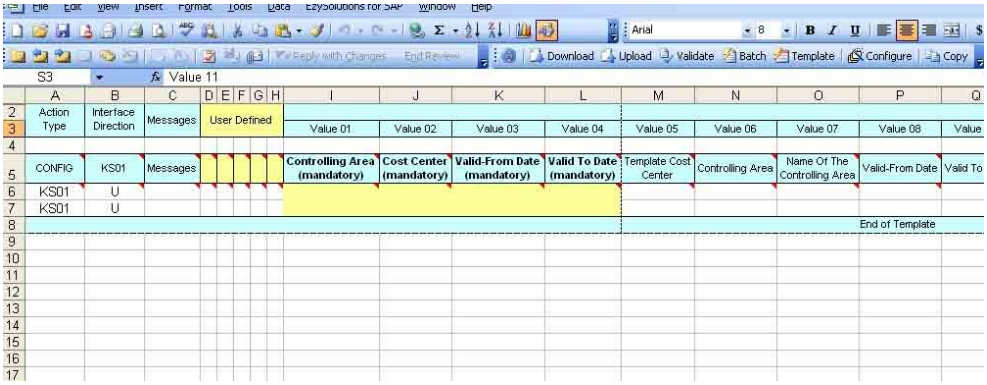
Built-In Features and Functionality

Mandatory Fields



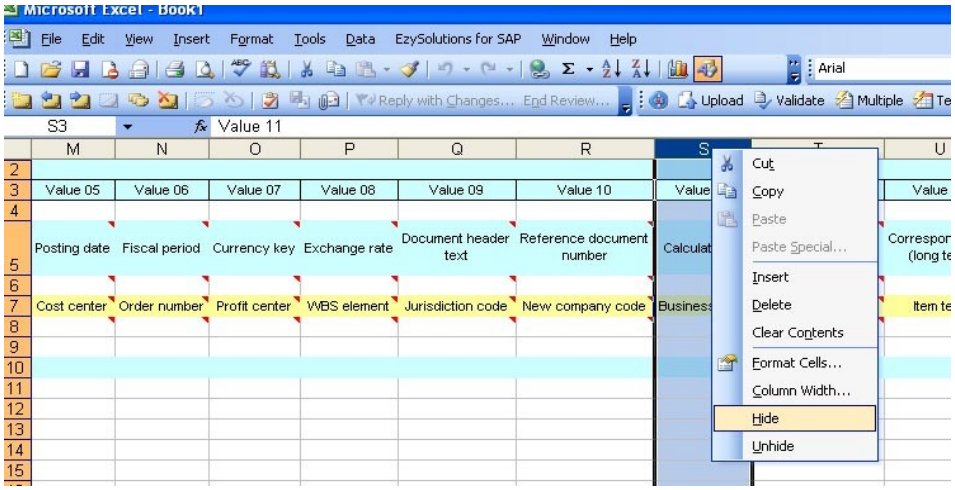
When you create an Actual Type you can choose to make certain fields mandatory. EzyScript will not process a sheet without these fields being populated.

1. Click the row field in the location of the 'M' above to make a field mandatory



The selected mandatory fields will be color coded when the Action Type is loaded into a spreadsheet.

Hide Columns/Rows

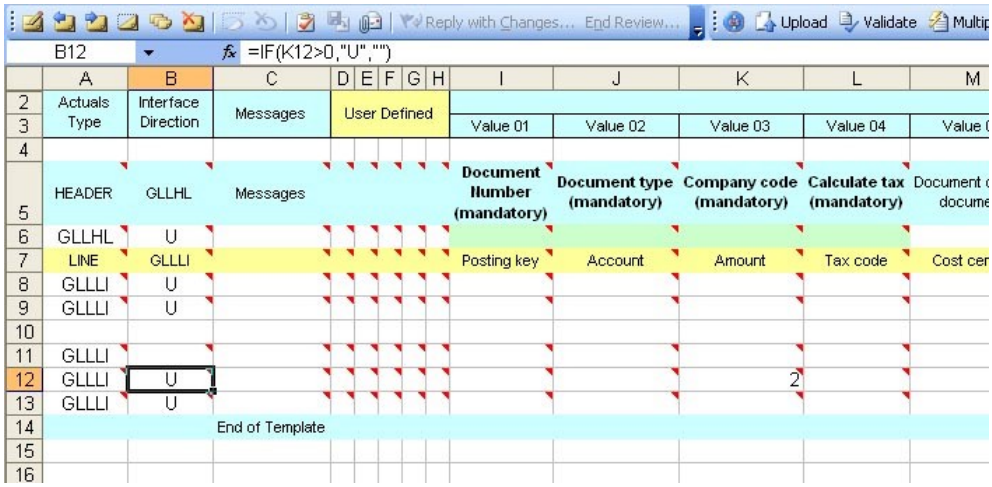


To Hide a column or a row in EzyScript follow these steps;

1. Right click on the column letter or row number
2. Select 'Hide" from the Menu

The column will now be hidden but still active. Any formulas placed in the column will still be processed.

Exclude Rows from Upload



There are a number of ways to prevent a row of EzyScript uploading

1. Leave the interface direction indicator blank (cell B11 above). EzyScript will now ignore all information in this row.
2. Insert a blank row into the worksheet (row 10 above). You can insert as many blank rows as wanted. These are a good place to insert total formulas to summarize the values in your worksheet
3. Enter a formula into the Interface direction column that will determine what value to enter. In row 12 above the formula entered is =IF(K12>0,"U",""). So if company code is higher than 0 the row will upload.

Enter Formulas

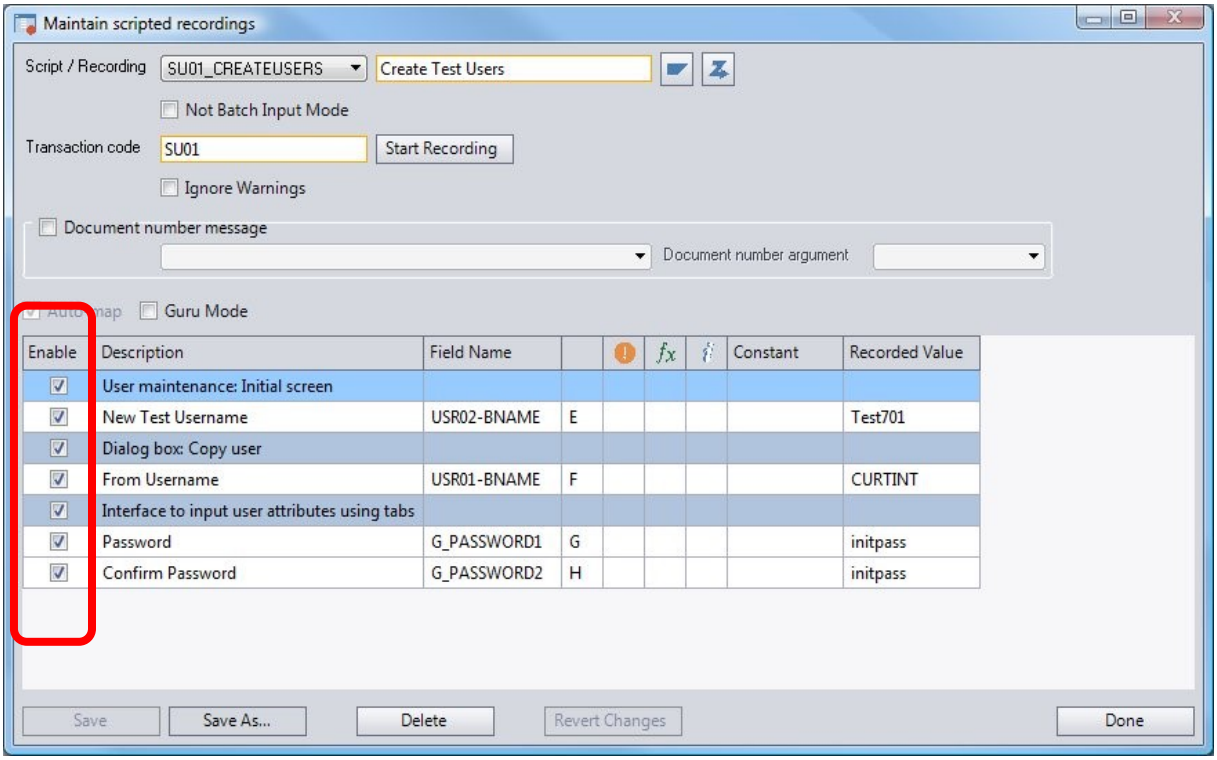
A formula in the context of EzyScript can refer to a value, whether mathematical or otherwise, that can be set for a given field in a spreadsheet. To insert a formula for a given field:

1. Select the ***fx*** field of the attribute row

2. In the formula window enter the formula (mathematical or not) that should pre-populate the field.
3. Select **OK** or hit **Enter**.

When loading a Template the EzyScript field will automatically be filled with the formula value.

Disable Attributes



On the Maintain Scripted Recordings screen:

1. Un-check the fields in the row you wish to disable

The field will no longer be shown when the EzyScript Template is loaded into a Script Sheet.

Return Field

On the Maintain Scripted Recordings screen:

1. Select the Return Field in the attribute row

SAP is prompted to return the SAP value to this field after a successful upload is made.

Reference Other Worksheets

Users of EzyScript are not restricted to using EzyScript templates only. It is possible to ***integrate your existing spreadsheets*** with an EzyScript template. Operating this way will allow you to:

1. Maintain use of your existing spreadsheets
2. Reduce training time
3. Roll-out worksheets from a central super user
4. Reduce time of installation

Using standard Excel functionality, it is possible to reference cells in another sheet. For example, in Script 1 of a blank EzyScript workbook the equation, ='Actual 2'!B8+'Plan 1'!B6. This cell will be populated with the sum of cell B8 in sheet Actual 2 and B6 in sheet Plan 1.

It is possible to set up an EzyScript template and reference the key values of that field with the values of an existing spreadsheet. When a user is finished working with the usual sheet, they need only change to the EzyScript template and run the Play function. The same process can work in reverse to populate an existing spreadsheet from an EzyScript one.

Constant Values

On the Maintain Scripted Recordings window, select the constant value field of given row. Enter the value

The Field will always be populated with this value. For example, a Company Code could be specified as always = 100 for a KS01 Create Cost Center Script recording. The field will then be hidden when the Script is loaded into an EzyScript Worksheet.

Assign Key Fields

Key Fields are you when processing change transactions (such as KS02 or MM02). EzyScript will not download the information

To Hide a column or a row in EzyScript follow these steps;

3. Right click on the column letter or row number
4. Select 'Hide" from the Menu

The column will now be hidden but still active. Any formulas placed in the column will still be processed.

Schedule Processing and Process Multiple Sheets

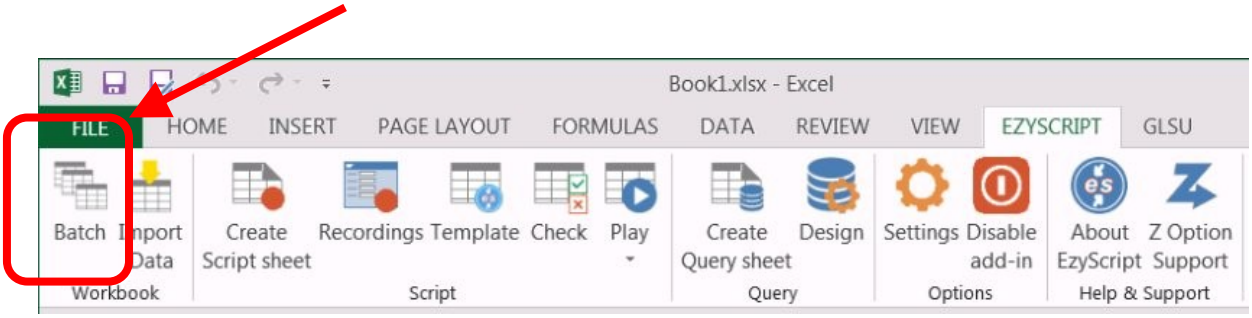
EzyScript allows you to process multiple worksheets at the same time. You can also choose to process immediately, or schedule processing to occur at a specific time or date.

Follow these instructions if:

- You want to process multiple EzyScript worksheets simultaneously, or schedule processing for another time.

All of the EzyScript workbooks containing the sheets that you want to process need to be **open** before you select the **Batch** function.

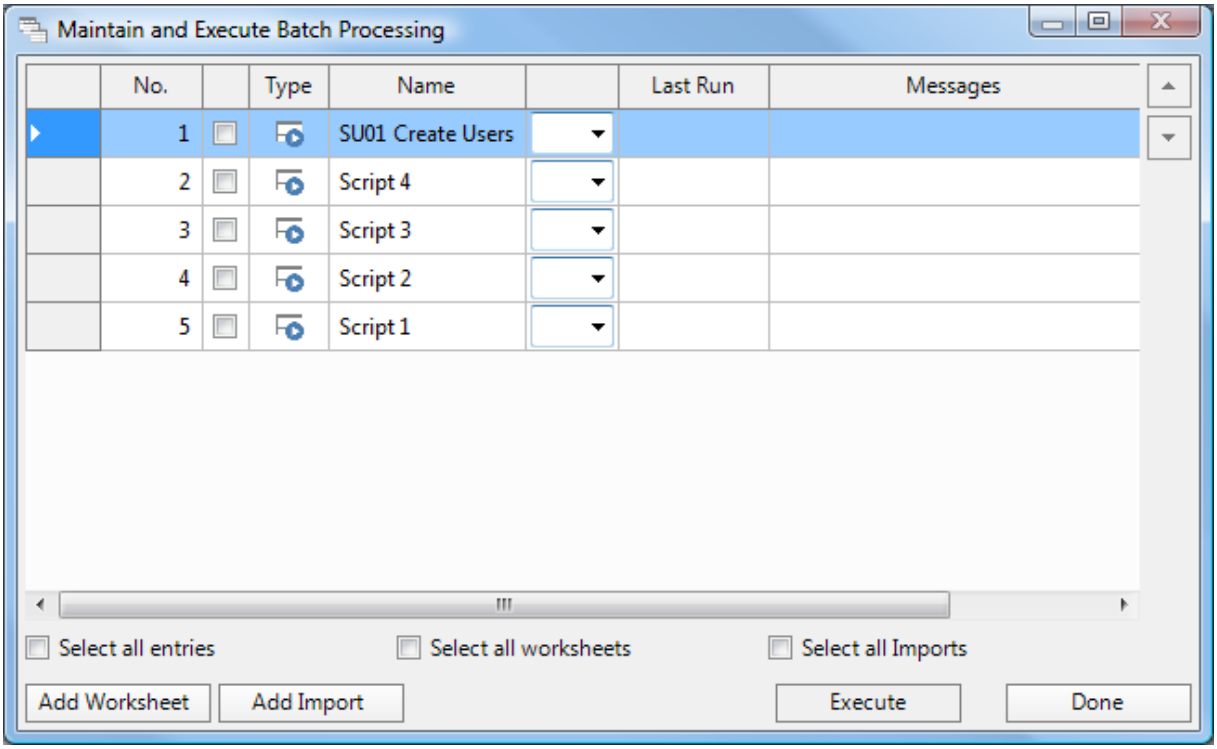
Select the Batch function: Process Multiple EzyScript Sheets



In an EzyScript workbook :

Click on the Batch icon on the EzyScript toolbar.

The **Maintain and Execute Batch Processing** pop-up window will be displayed listing **all** the Scripts and Queries within the EzyScript Workbook that you currently have open in Excel.



Select the Worksheets to be Processed

On the Maintain and Execute Batch Processing pop-up window:

Select the Script or Query that you want to process by clicking on the checkbox beside:

- Each of the sheets that you want to process, or
- One of the following options under the list of worksheet names:
  - Select All Entries
  - Select All Worksheets
  - Select All Imports

The Enter Key Data pop-up window will be displayed.

Other Functions	Description
Add Row	Allows you to add sheets to the processing list.
Delete Selected	Allows you to remove sheets from the processing list.
Edit Selected	Allows you to change the Key Data information used for uploading to, or downloading from, SAP.
Close	Allows you to exit the pop-up window without processing any worksheets.
Schedule	Allows you to specify when, and how often, you want the selected sheets to be processed. For more information see Step 6.
Execute	Allows you to process the selected sheets immediately. For more information see Step 6.

You are now ready to schedule processing of the selected worksheets, or execute processing immediately.

Execute Processing Immediately or Select Schedule Processing

On the Process Multiple EzyScript Worksheets pop-up window:

1. To process immediately, click on the **Execute** button; OR
2. To schedule processing for a later date, click on the **Schedule** button

If you have not logged on to SAP, you will need to log on to SAP now using your SAP account details on either the: Go to Step 7

- Select SAP System pop-up window (only if you have previously activated the **Use EzyScript' SAP Login Screen** option); or
- Standard SAP login screen.

Log on to SAP

On the Select SAP System pop-up window:

- Click on the appropriate SAP system
- Type in your User Data
- Press the **Enter** key or click on the **OK** button

You must be logged on to SAP for the EzyScript Workbook to be created successfully. The Select SAP System pop-up window allows you to log on to SAP from within the EzyScript workbook.

If you selected to **Execute**, processing begins immediately. When processing is complete a message window will be displayed, and the Last Processed column on the Process Multiple EzyScript Worksheets pop-up window will be updated.

If you selected to **Schedule**, the Schedule Processing pop-up window will be displayed.

Enter Scheduling Details

On the Schedule Item pop-up window:

1. Type a name for the scheduling task
2. Define how often you want the selected sheets processed
3. Click on Next

4. Select the time and date for the selected sheets to be processed
5. Click on Next

Tip:

This screen needs to be completed by the person who has administrative rights to the PC you are using.

6. Type the user name and password for the PC
7. Click on Next

The job has been scheduled, and following message will be displayed.

III. QUERY Sheets

Introduction

In this section you will learn about the basic functionality of the **QUERY Sheet** tool.

Uses for the core functionality of EzyScript QUERY Sheet are:

- Extract SAP data for use in reports, external applications
- Data conversion from Legacy systems
- Automate repetitive tasks in SAP
- Assist with the synchronization of data between SAP Systems (e.g., DEV / TST / PRD).

Getting Started

Overview

Topics

This section will take you through a number of EzyScript QUERY Sheet elements including:

- Understanding Layout and Terms
- Setting Up Templates
- Downloading SAP Data
- Moving, Copying and Scheduling work

Preparation

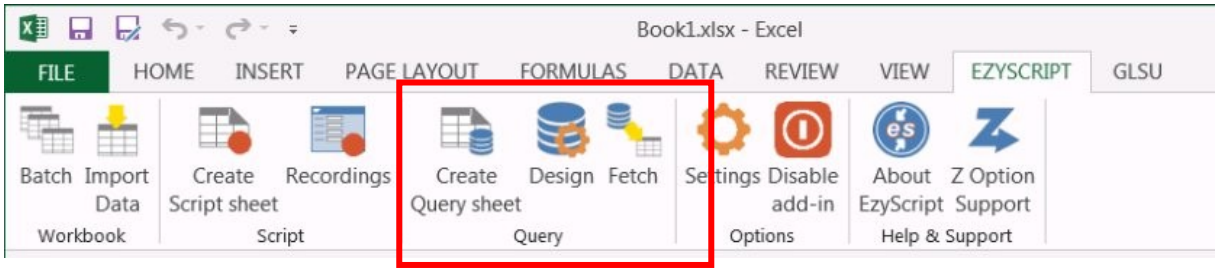
Pre-Requisites

Before you can begin using this guide you must understand how to set up an EzyScript workbook.

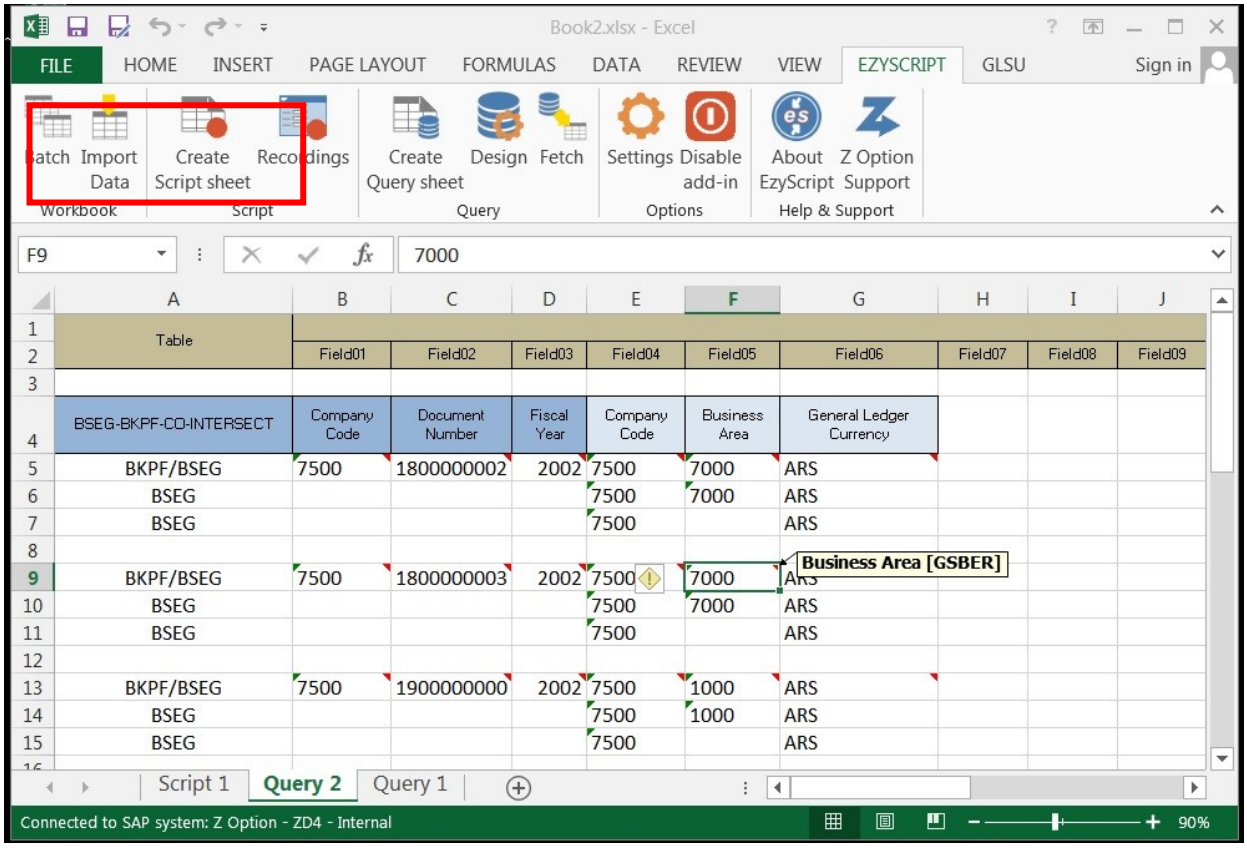
You must also have the EzyScript SAP components properly installed on your SAP system.

Understand the EzyScript QUERY Sheet Structure

EzyScript Ribbon Menu: QUERY Menu Group



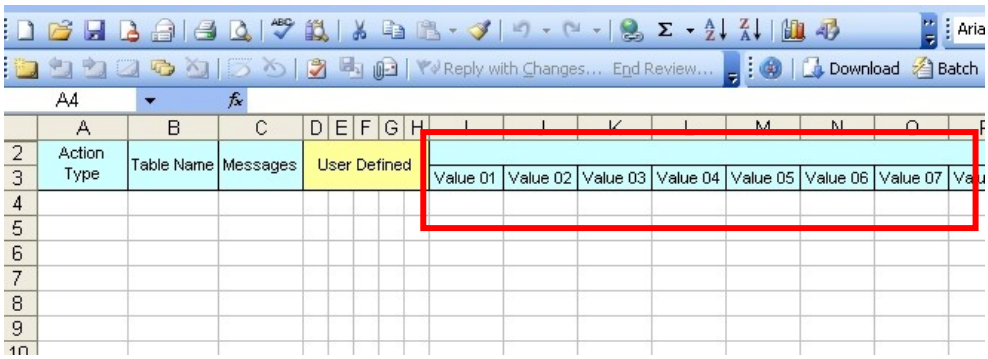
Enabling Fields (Columns A to C)



Columns A to C of the Planning Sheet are the Enabling Fields.

Column	Heading	Description
A	Action Type	This field allows you to specify the Query Sheet that you want to use. Each Query on a Query Sheet allows communication with different functions in SAP.
B	Table Name	Displays the SAP Table Name that data is being read from.
C	Messages	The cells in the Messages column are display fields only. When you download or upload from SAP a message will display in each row that contains data. The message will be either the word "Successful", or an error message indicating a problem occurred. EzyScript incorporates SAP error checking, so any error messages displayed in the Messages column are the same error messages that you would get if you tried to process records incorrectly within SAP.

Key Values (Columns I to …)



Columns I to … of the Reader Sheet represent the Fields in SAP that data is being entered into. Each active Column of Excel represents a field in SAP for data to be entered into. The fields to be populated will be determined by the Query Sheets specified in Column A.

Build Your Query Sheet

For EzyScript to be able to communicate with SAP, you must prepare the Query Sheet by creating Reader Action Types.

You must have *already created* an EzyScript Workbook before you can proceed with this task.

- Run the Query Designer from the EzyScript Menu

Configure Query Sheets

The Query Designer option allows you to select which data from SAP you want to include in a worksheet. The tool allows you to customize the worksheet to your individual business process or business need and can be saved within the workbook for use in the future. Once you have saved a Query Sheet in a workbook you can use it to download SAP data.

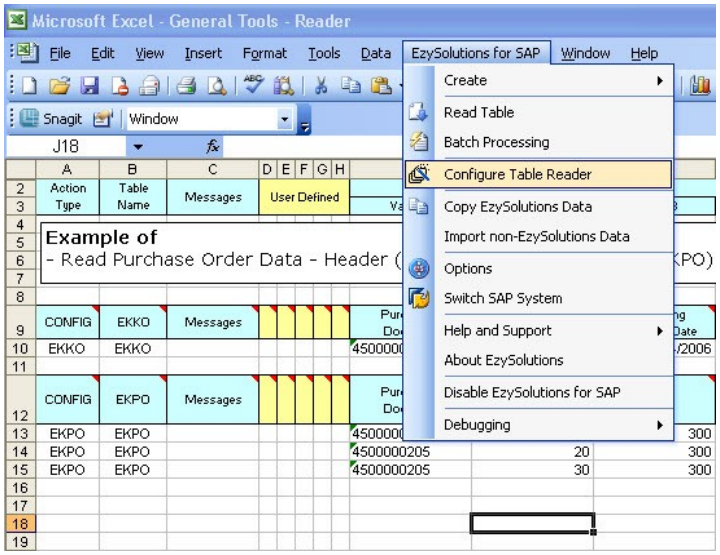
No Query Sheets exist as standard in EzyScript. In order to use the Reader you must run the Configure Query Sheet tool. Once this is done the Query Sheet will be saved for future use.

Follow these instructions if:

- You have a blank Reader Sheet; or

You want to add or remove specific fields to or from and Query Sheet.

Select the Configure Table Reader

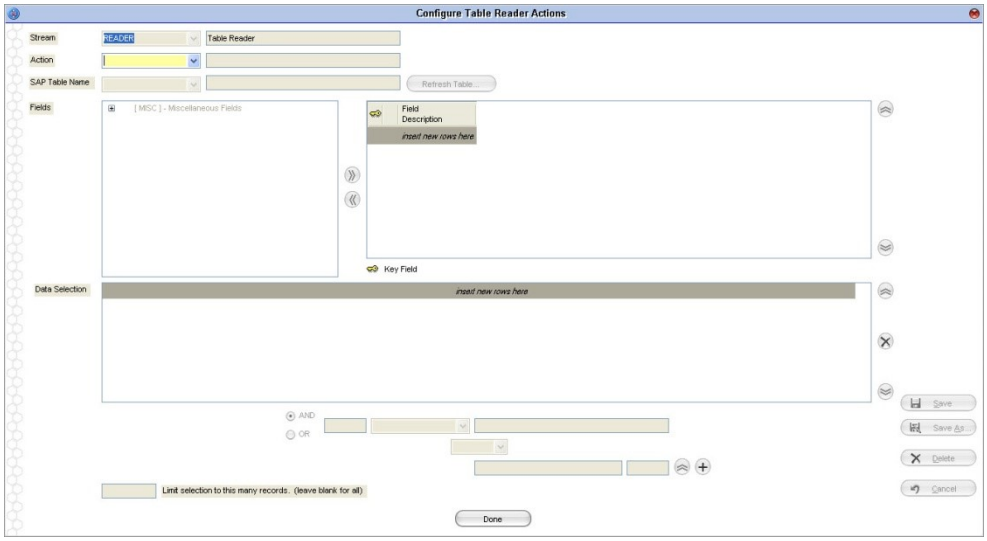


On an Reader Sheet, such as Reader 1, select the following menu options:

- EzyScript for SAP
- Configure Table Reader

The Configure Table Reader Actions pop-up window will be displayed for you to define the data that you want to extract from SAP.

Configure Table Reader Actions



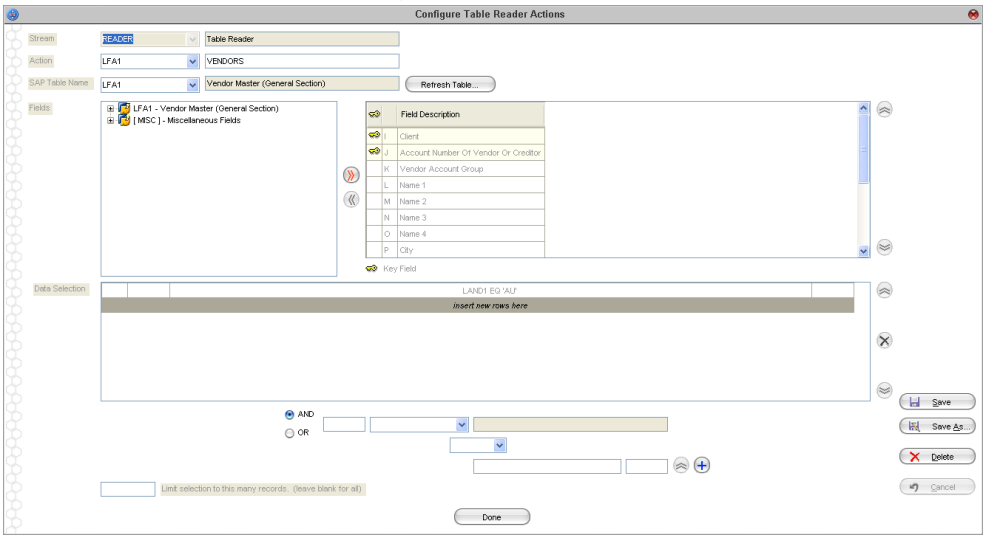
On the Configure Table Reader Actions pop-up window:

6. Select the Action. If you have not run this before you will have to enter a new Action name with description. For example, LFA1 Vendors.
7. Select the SAP Table you want to download data from. For example LFA1.

If you have not logged on to SAP, you will need to log on to SAP now using your SAP account details on either the:

- Select SAP System pop-up window (only if you have previously activated the **Use EzyScript' SAP Login Screen** option); or
- Standard SAP login screen.

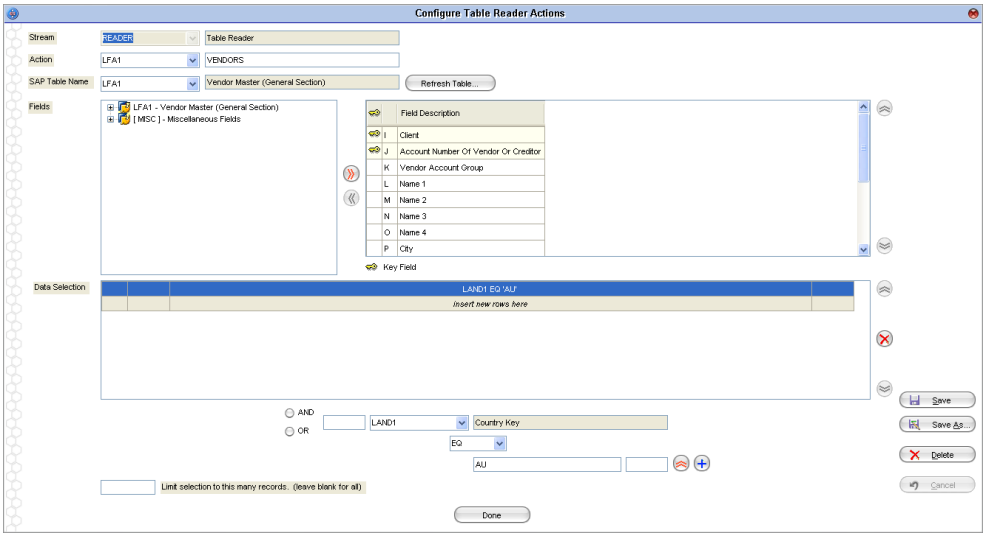
8. Use the **Field** menu and the **Add Field** button to add fields to the Selected Fields for the template.



Reader allows you to build basic SQL type queries to enable you to restrict, or make the data more specific as part of the download. For example, a linear selection of a single material number, or range or material numbers.

9. To create a SQL Type query on an attribute highlight the attribute in the Query Builder Drop Down Menu.

10. Select the Unit of Measure. For example EQ. Enter the value you want to restrict the query to. For example, LAND1 (Country Key) EQ (equals) AU.
11. Enter **Count**. *The Count will limit the number of records being Reader. For example, 10.*

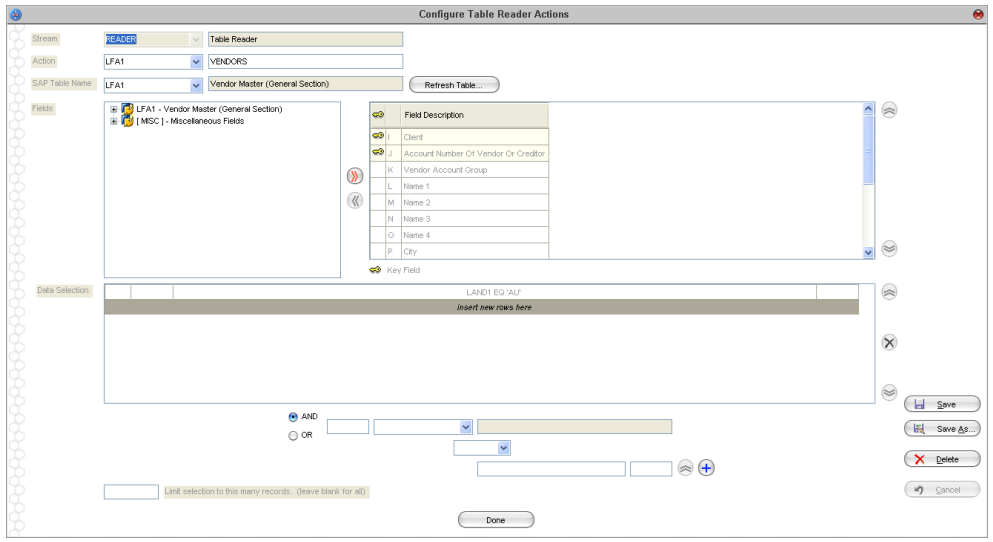


12. Select **Save**.

*Follow the steps above to modify an existing Action Type. Select the Action you wish to modify. Add or remove fields and/or attach SQL type restrictions on the search. Select the **Save** function to overwrite the existing Type.*

Built-In Features and Functionality

Key Fields



Key Fields from the selected SAP Table are automatically added to Selected Fields section and marked with the Key Field indicator in the left hand column. Additional Fields need to manually added using the Field drop down menu

Reference Other Worksheets

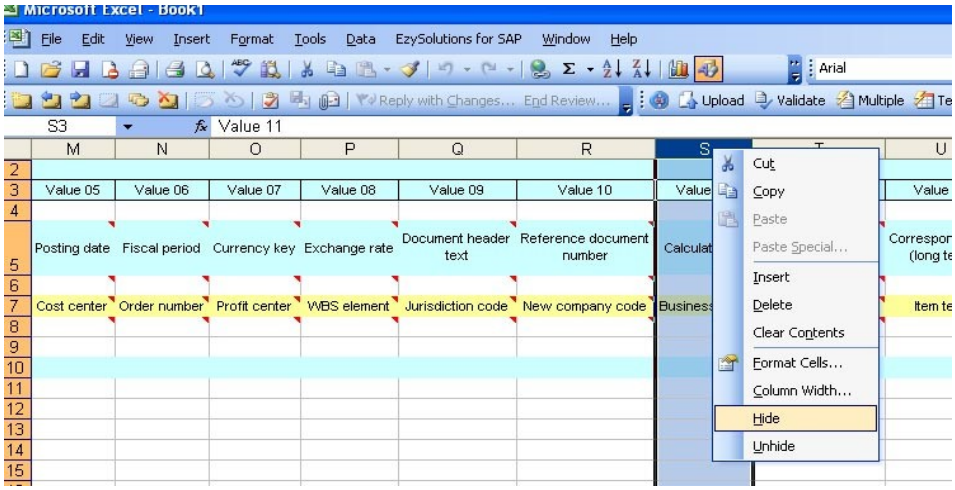
Users of EzyScript are not restricted to using EzyScript templates only. It is possible to ***integrate your existing spreadsheets*** with an EzyScript template. Operating this way will allow you to:

- Maintain use of your existing spreadsheets
- Reduce training time
- Roll-out worksheets from a central super user
- Reduce time of installation

Using standard Excel functionality, it is possible to reference cells in another sheet. For example, in Actual 1 of a blank EzyScript workbook the equation, ='Actual 2'!B8+'Plan 1'!B6. This cell will be populated with the sum of cell B8 in sheet Actual 2 and B6 in sheet Plan 1.

It is possible to set up an EzyScript template and reference the key values of that field with the values of an existing spreadsheet. When a user is finished working with the usual sheet, they need only change to the EzyScript template and use the Play function. The same process can work in reverse to populate an existing spreadsheet from an EzyScript one.

Hide Columns/Rows

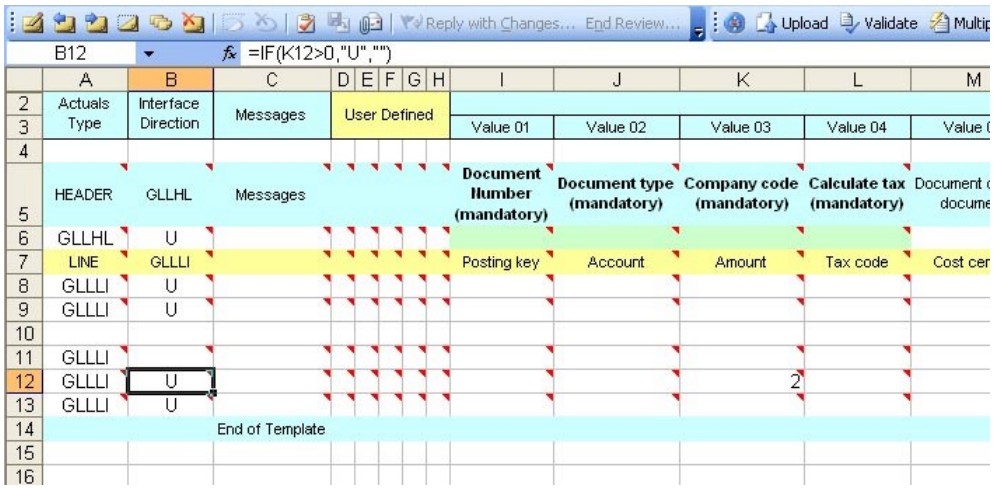


To Hide a column or a row in EzyScript follow these steps;

5. Right click on the column letter or row number
6. Select 'Hide" from the Menu

The column will now be hidden but still active. Any formulas placed in the column will still be processed.

Exclude Rows from Upload



There are a number of ways to prevent a row of EzyScript uploading

4. Leave the interface direction indicator blank (cell B11 above). EzyScript will now ignore all information in this row.
5. Insert a blank row into the worksheet (row 10 above). You can insert as many blank rows as wanted. These are a good place to insert total formulas to summarize the values in your worksheet
6. Enter a formula into the Interface direction column that will determine what value to enter. In row 12 above the formula entered is =IF(K12>0,"U",""). So if company code is higher than 0 the row will upload.

Download data with EzyScript Query

To download data from SAP based on the configured Query Sheet.

Follow these instructions if:

- You have established a Query Sheet.

Download Data using a Prepared Query Sheet

You can only download data after running the Query Designer.

Click on the Download icon on the EzyScript toolbar; or

1. Select the following menu options:
   - EzyScript for SAP
   - Read Table *(formerly titled 'Download Current Sheet')*

Read Table pop up window appears *(formerly titled 'Load Action')*

2. Select Action
3. Hit Enter or select OK

Log on to SAP

On the Select SAP System pop-up window:

1. Click on the appropriate SAP system
2. Type in your User Access Data
3. Press the Enter key or click on the OK button

The download process will begin.

Create a New QUERY Sheet

Create a new QUERY Sheet in an existing EzyScript Workbook. A QUERY Sheet is used to record a path through any SAP transaction. It is for download purposed only.

Follow these instructions if:
You want to create an NEW QUERY Sheet in the workbook.

Select Create Query Sheet Menu Option

In an EzyScript workbook select the following menu options:

- EzyScript for SAP
- Create
- Reader Sheet

A new QUERY Sheet called Query 2 will be created.

You are now ready to populate the new QUERY Sheet using a configured Query recording.

Schedule Processing and Process Multiple Sheets

EzyScript allows you to process multiple worksheets at the same time. You can also choose to process immediately, or schedule processing to occur at a specific time or date.

Follow these instructions if:
You want to process multiple EzyScript worksheets simultaneously, or schedule processing for another time.

All of the EzyScript workbooks containing the sheets that you want to process need to be **open** before you select the Process Multiple EzyScript Sheets function.

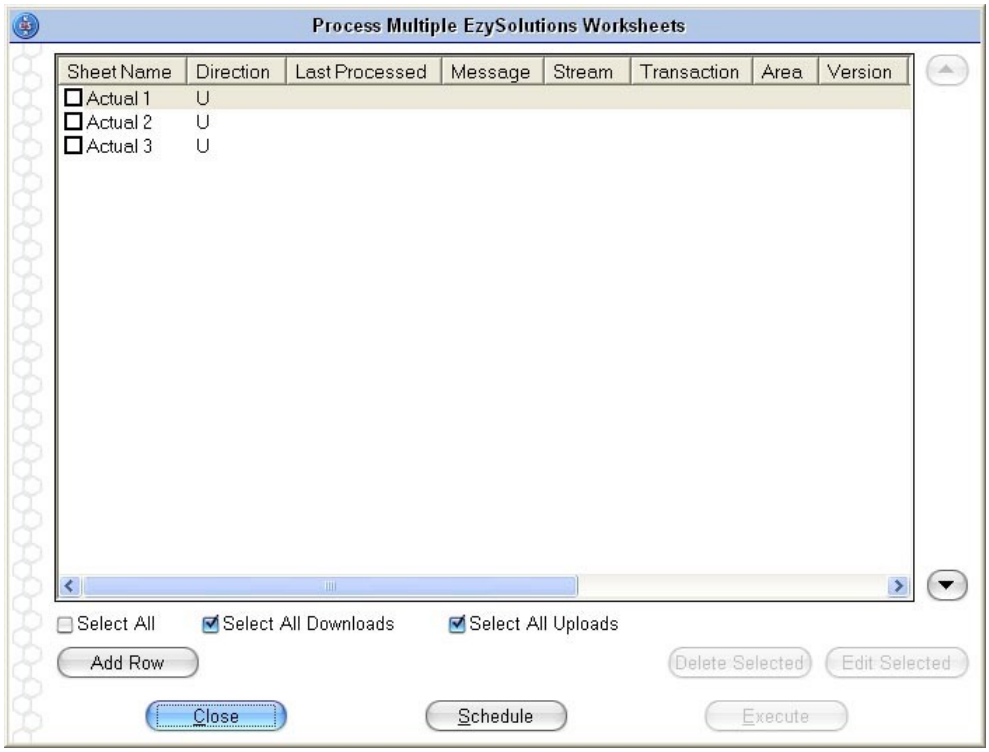
Select the Process Multiple EzyScript Sheets Function

In an EzyScript workbook either:

1. Click on the Batch icon on the EzyScript toolbar; or
2. Select the following menu options:
   - EzyScript for SAP
   - Batch Processing

The Process Multiple EzyScript Worksheets pop-up window will be displayed listing all the sheets within the EzyScript Workbooks that you currently have open in Excel.

Select the Worksheets to be Processed



On the Process Multiple EzyScript Worksheets pop-up window:

1. Select the sheets that you want to process by clicking on the checkbox beside:
   - Each of the sheets that you want to process, or
   - One of the following options under the list of worksheet names:
     - Select All
     - Select All Downloads
     - Select All Uploads

2. Click on the **Edit Selected** button

The Enter Key Data pop-up window will be displayed.

Enter Key Data

On the Enter Key Data pop-up window:

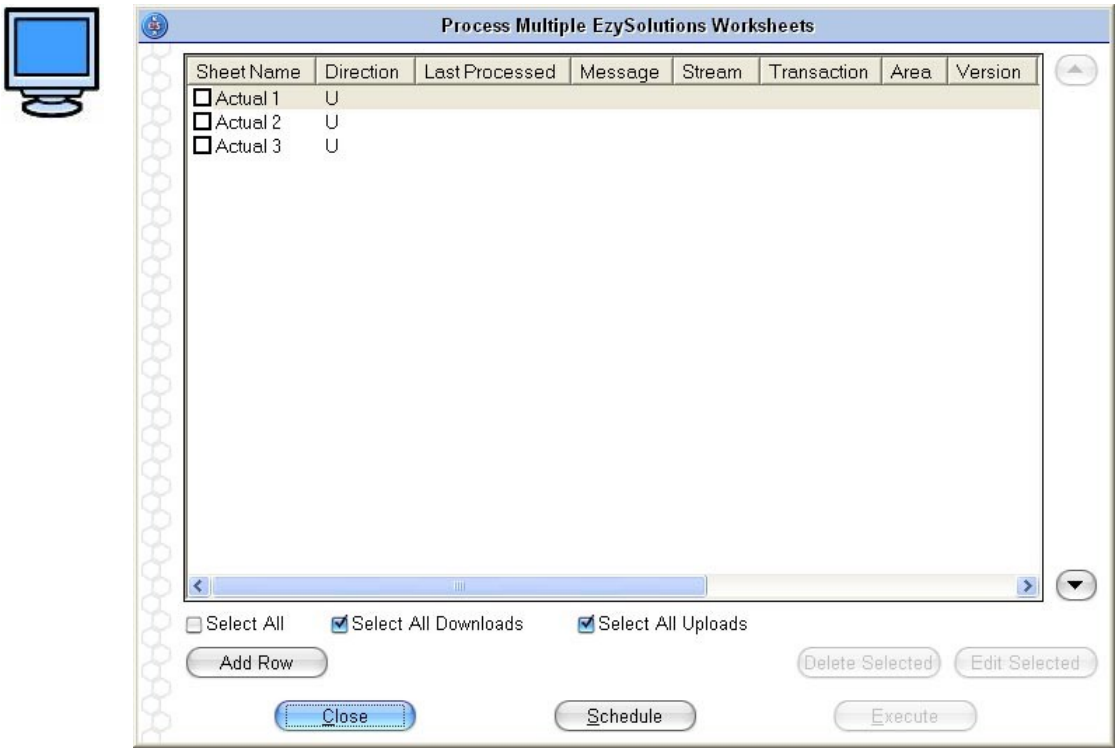
1. Specify the following fields:
   - Functional Stream
   - Transaction Code
   - Controlling Area
2. Press the **Enter** key or click on the **OK** button

The Process Multiple EzyScript Worksheets pop-up window will be re-displayed showing the Key Data information that you have just entered.

Tip

For a quick way to do a re-forecast, combine a download of plan and actual data by having two download rows for one sheet. The first row would download actual data for periods 1 to X, and the second row would download plan data for periods Y to 12.

Check Processing Details and Make Changes if Required



On the Process Multiple EzyScript Worksheets pop-up window:

1. Check that you have selected each of the sheets that you want to process

2. For each worksheet that you have selected, check that the following details are correct:

- Stream
- Transaction Code
- Controlling Area

3. Change any incorrect details, if required:

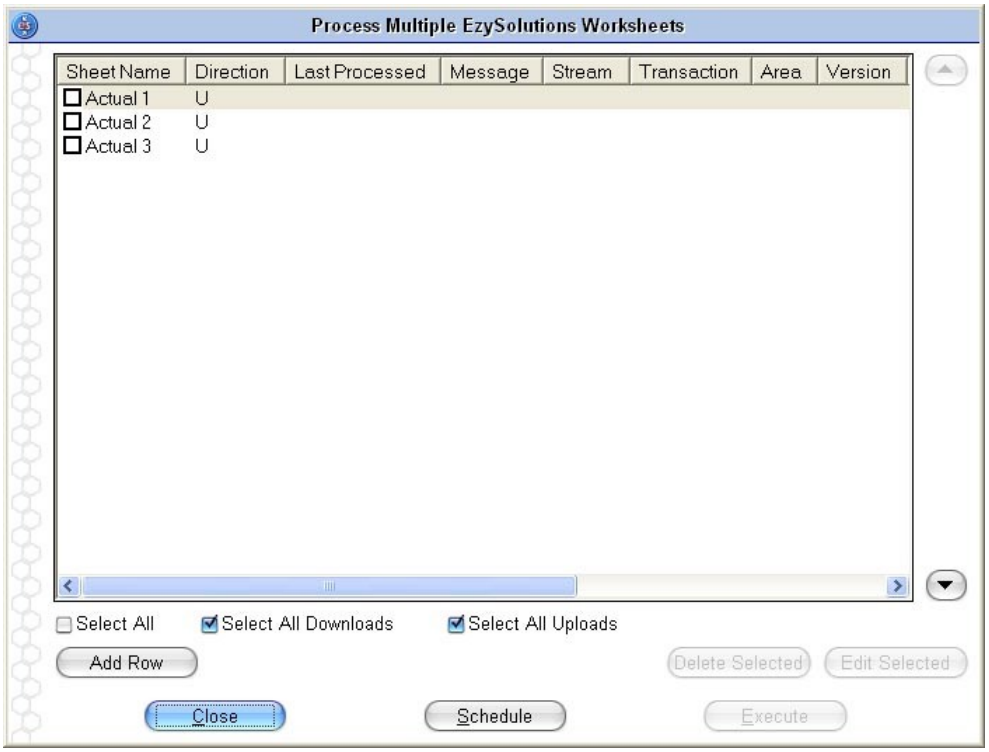
- Select the sheet
- Click on the **Edit Selected** button
- Change the details on the Enter Key Data pop-up window

4. Use any of the other functions on the pop-up window, if required

Other Functions	Description
Add Row	Allows you to add sheets to the processing list.
Delete Selected	Allows you to remove sheets from the processing list.
Edit Selected	Allows you to change the Key Data information used for uploading to, or downloading from, SAP.
Close	Allows you to exit the pop-up window without processing any worksheets.
Schedule	Allows you to specify when, and how often, you want the selected sheets to be processed. For more information see Step 6.
Execute	Allows you to process the selected sheets immediately. For more information see Step 6.

You are now ready to schedule processing of the selected worksheets, or execute processing immediately.

Execute Processing Immediately or Select Schedule Processing



On the Process Multiple EzyScript Worksheets pop-up window:

1. To process immediately, click on the **Execute** button; OR
2. To schedule processing for a later date, click on the **Schedule** button

If you have not logged on to SAP, you will need to log on to SAP now using your SAP account details on either the: Go to Step 7

- Select SAP System pop-up window (only if you have previously activated the **Use EzyScript' SAP Login Screen** option); or
- Standard SAP login screen.

Log on to SAP

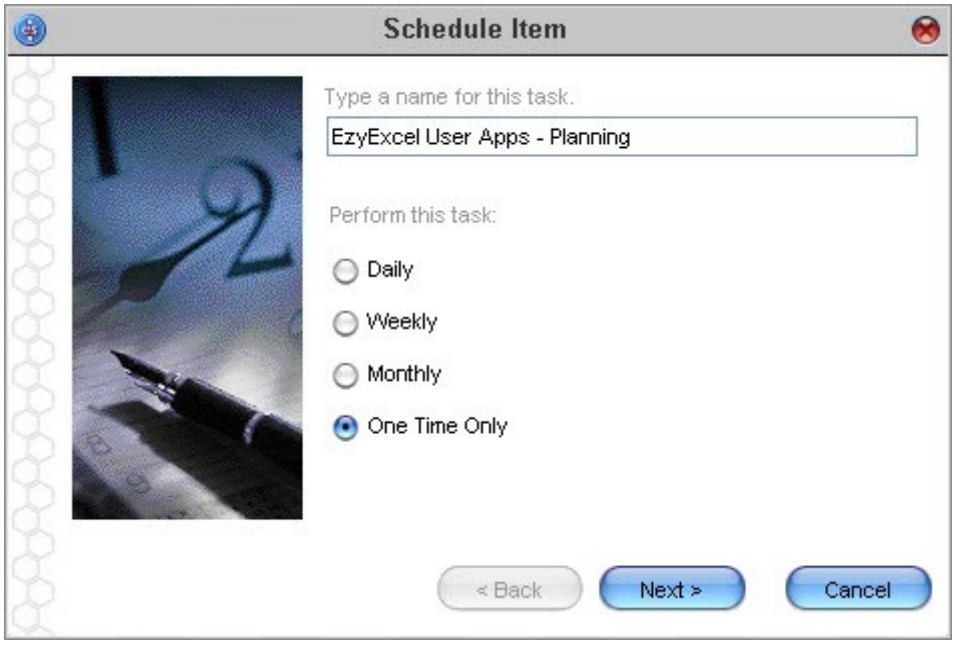
On the Select SAP System pop-up window:

- Click on the appropriate SAP system
- Type in your User Data
- Press the **Enter** key or click on the **OK** button

If you selected to **Execute**, processing begins immediately. When processing is complete a message window will be displayed, and the Last Processed column on the Process Multiple EzyScript Worksheets pop-up window will be updated.

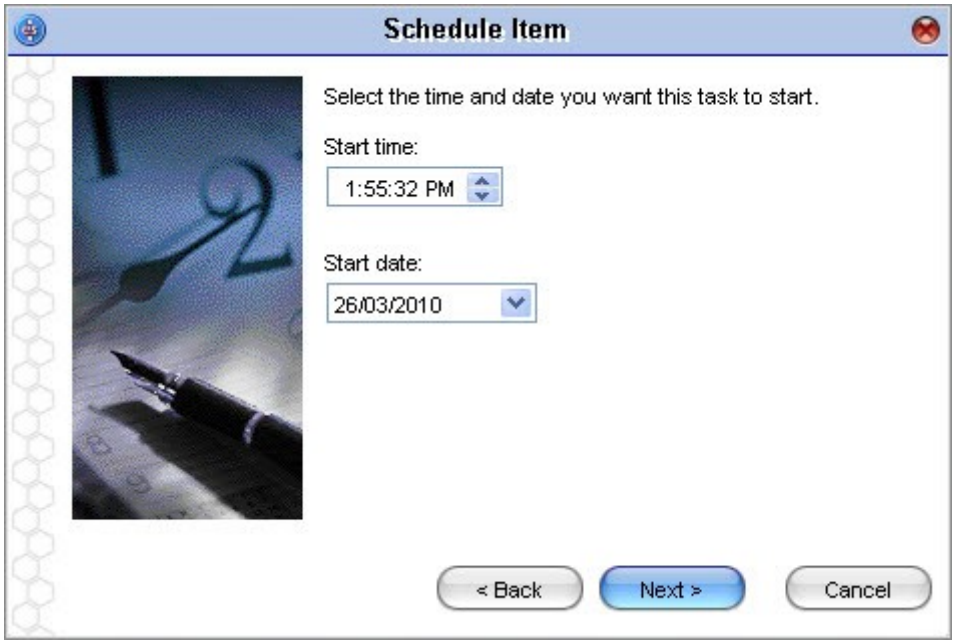
If you selected to **Schedule**, the Schedule Processing pop-up window will be displayed.

Enter Scheduling Details

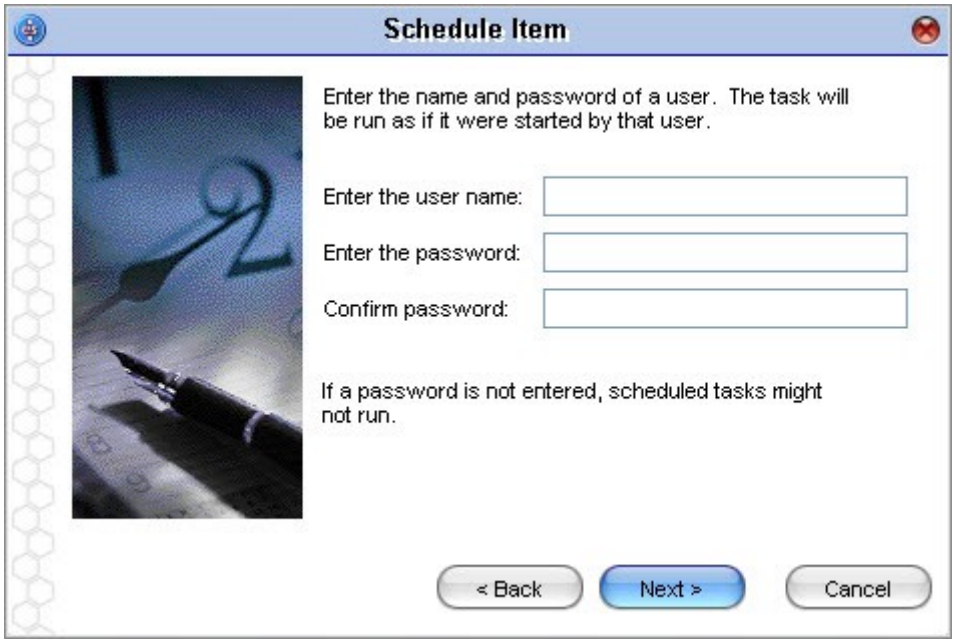


On the Schedule Item pop-up window:

1. Type a name for the scheduling task
2. Define how often you want the selected sheets processed
3. Click on Next



4. Select the time and date for the selected sheets to be processed
5. Click on Next


Schedule Item
Enter the name and password of a user. The task will be run as if it were started by that user.
Enter the user name:
Enter the password:
Confirm password:
If a password is not entered, scheduled tasks might not run.
< Back
Next >
Cancel

Tip:

This screen needs to be completed by the person who has administrative rights to the PC you are using.

6. Type the user name and password for the PC
7. Click on Next

The job has been scheduled, and following message will be displayed.

Schedule Item
You have successfully scheduled the following task:
EzyExcel User Apps - Planning
Windows will perform this task:
at 26/03/2010 1:55:00 PM
Click Finish to add this task to your Windows schedule.
< Back
Finish
Cancel